



MAY, 1960 VOLUME 25, NO. 3

*NATIONAL
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A professional magazine for Secretaries, Clerks, Bookkeepers, Administrative Assistants in Educational Offices
and the official publication of

The National Association of Educational Secretaries
A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

VOLUME 25, NUMBER 3

MAY, 1960

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IN THIS ISSUE . . .

The Detroit Regional last November used as its theme, "You, the Center of the World". You are the center of your world. Whether you live in frigid Alaska or Miami with its warm, sandy beaches makes no difference. Let's take a look at YOU.

Our professional articles are on the subjects of inspiration, personality, mental health and automation. Dr. Lawrence Derthick, the United States Commissioner of Education, realizes what an on-the-go job the educational secretary accomplishes.

Mental health is a subject of prominent public concern. All of us are for it. Organizations designed to promote mental health are at work on the national, state and local levels. "Facing the Stresses and Strains of Modern Life" by Dr. William Menninger tells us of the importance of good mental health.

Do you think of a cold, clammy machine capable of taking endless pounding when someone mentions automation? Mr. Arthur Martin is the author of "Automation—Are You Ready?" Automation is creating new revolutions in office equipment and methods; however, it will be a while until everything is run by robot control, and until then our administrators must learn to get the best possible results from their very human secretaries.

Mrs. Gladys Meyer has written "Mirror, Mirror on the Wall". Do you like what you see in the reflection?

"You Are On View" every working day to irate parents, complaining taxpayers and skinned-kneed youngsters. Are you a good "front" for your boss, your school? Read and enjoy Mr. Harold Oyer's interesting article.

The "Listening-In" section is terrific! "Speaking Nationally" is chock full of information about the spring and summer meetings.

Everything in this issue is to help YOU. Be a sparkling person that people will want to be around. Are you a peerless example of everything you preach? There are some things that cannot be bought in the labor market because they are beyond price. Talent and skills, yes. But the qualities of heart and mind, kindness, a desire to serve, dependability, enthusiasm and most important—the ability to get along with others are of paramount importance. These are invisible assets that attract success in a career. They are perhaps the most important elements in the personality of a secretary who wants to get to the top of her profession. You are the boss's memory, his pair of extra hands, a sounding board for his ideas, his link with the average person's point of view, his

alter ego, and his most loyal booster. Develop a healthy, vital, well-rounded personality. You work with various types of personalities—and you cannot afford to live a narrow-gauge life.

Keep an active mind. Hobbies, friends, sports. Don't let yourself become a lonely, introspective, stay-at-home spinster. The road to recognition is not always a smoothly paved highway with lovely scenery and beautiful winding roads. It can be a flat, monotonous country if you allow yourself to get into a rut. Loosen the grip of tension in your office. Work in a relaxed, even-paced manner, and you will use less energy, will be less fatigued, and will accomplish much. There are certain habits we should overcome such as nail biting, drumming on the table, constant humming, whistling, and boisterousness.

Have a smile on your face, a ring in your voice, energy to do the job, enthusiasm and eagerness to serve the very last person you see each day. The look on your face and the tone of your voice and your behavior determine the reaction of others. Be happy and glad to be working with people. There is a stimulus in contacts with other people that will buoy you up and keep you going.



Mary Ellen, dutifully assisted by Siamese cat, Pyewacket, who methodically removes each paper wad as it is tossed into the waste-paper basket.

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According To Your NAES President

RACHEL MAYNARD
College of Business
University of Arizona
Tucson, Arizona

Where does NAES stand, here on April 1, at the three-quarter point of the year 1959-60? (As you know, material for the magazine must be written a full month before the publication date.)

You can be proud of these achievements: NAES has 3,059 National members! This is 281 more than the 1958-59 total! With three months yet to go in the membership year, what will the June 30 total rise to?

NAES Life Membership pins are being worn by 143 Life Members, an increase of 13 over last year.

NAES has 154 affiliated state and local associations—an all-time high.

In the Professional Standards Program, 63 secretaries will be taking 20 tests in 9 test centers when the testing dates in May arrive. Applications for PSP certificates are on the increase.

More and more, from all over the country, come enthusiastic reports of stimulating workshops and lively meetings of the state and local associations. National meetings are well attended. Administrators and teachers are increasingly aware of the growing professional stature of "the girls in the office."

Many of have admired the modern face of this magazine and its continuing worthwhile content. There's a new look to the

NAES brochures as they herald National meetings.

PLAN YOUR WORK—AND DO IT! continues to be the most talked-about and much-used book in our circle. Sales of the other NAES publications continue to mount.

In every area of activity, the National Association of Educational Secretaries is growing—expanding—succeeding, achieving.

Why is this so?

These accomplishments are actual facts because many individuals worked together. Each individual did her job. She did the work at hand and shared her enthusiasms with another individual, who in turn, reached to another person.

Your candle, from the one before, light
And turn and touch the flame

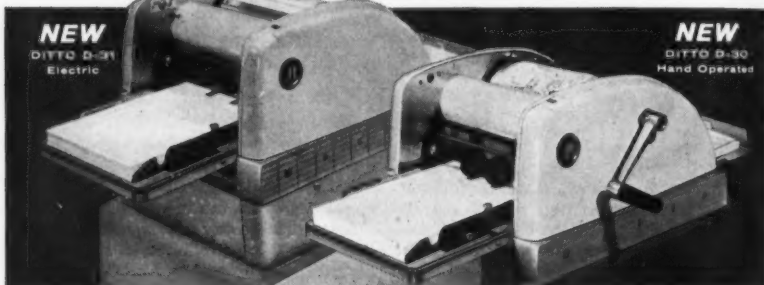
To the next unlighted wick.

One person alone cannot achieve these organization successes but one and one and one and one, in chorus, can mount higher and higher.

And so, as I near the end of my term as president of this Association, I do most sincerely say "Thank you" to each of you whose doing of your job has made possible the wonderful achievements of this wonderful year.

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As I See It

by

DR. WALTER W. ESELMAN
President, National Education Association

The American public school has been a great bulwark for freedom in our times. It has served as a great democratizing force in the development of our way of life. It has a responsibility to continue as a vital force in safeguarding and perpetuating our democratic process so that America may continue to be the bastion of freedom in a confused world.

Of course, the life blood, the dynamic force in the school is the professional educator—the teacher in the classroom and the administrator in the office. They are dedicated to a great and noble profession—that of teaching.

A teacher's greatness is measured not only by what she does in the classroom—as important as that is—but rather by what she contributes to the improvement of the profession. At this point it is significant to note that much of the general improvement of school comes about directly as the result of educators working together in professional associations, membership in which is on a purely voluntary basis.

The professional educational associations—local, state and national—are the vehicles thru which a professional teacher can make a noteworthy contribution to the profession and, incidentally, to society itself. Thus, in my opinion, a teacher reaches her crowning glory in professional achievement when, in addition to performing a splendid job in the classroom, she makes a contribution to the profession of teaching. This can best be accomplished by active and participating membership in the Local, State and National Education Associations.

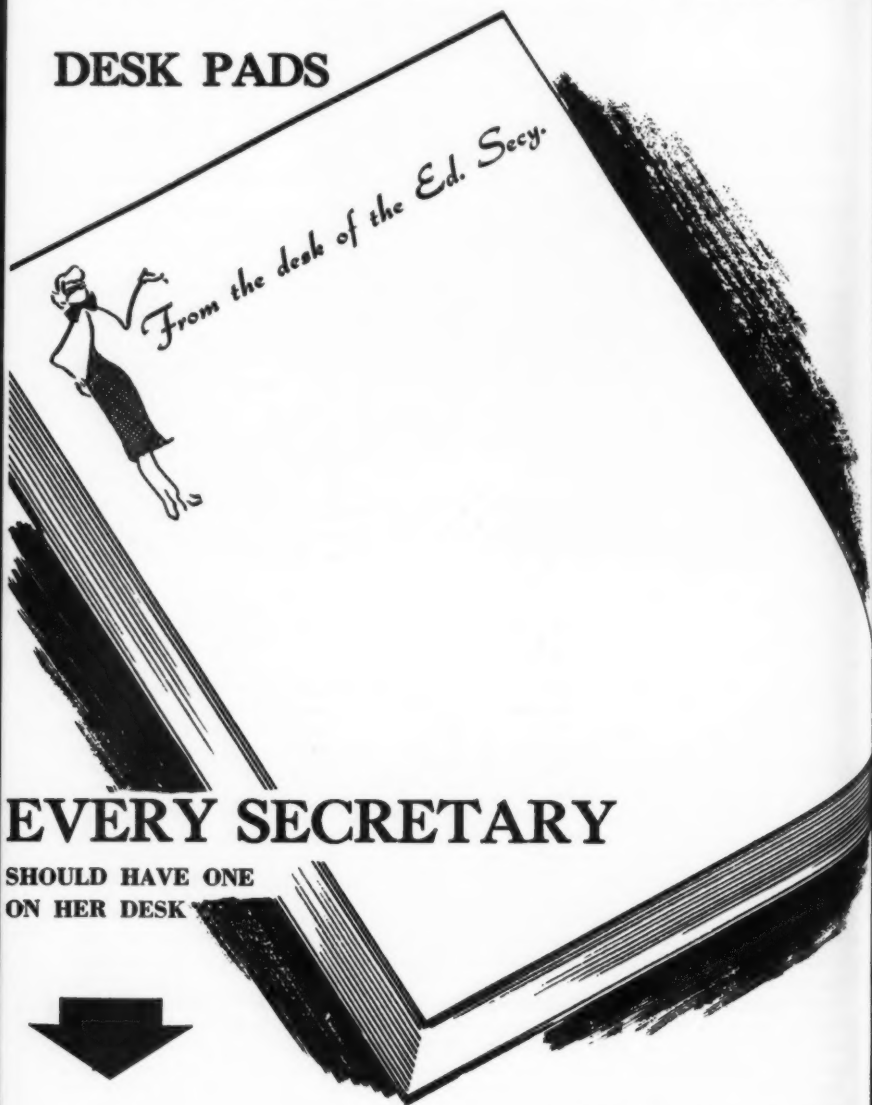
Truly, A United Profession Enhances Quality In Education. When the teaching profession of America realizes the real significance and value of a professional team approach is improving the quality in education, public education will go forward and make even greater contributions to our democratic free society.

May I add that the professional school secretary is playing an important function in American education. More and more she is not only a secretary but a member of a school staff. She, too, is interested in a good school program. She, too, is making a real contribution in the onward program of improving the quality of education in these times.

Therefore, I wish to salute the professional school secretaries of the nation and recognize them as contributing partners in the program of public education. May you continue to serve.

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Keeping On The Run

by

LAWRENCE G. DERTHICK

U. S. Commissioner of Education

Department of Health, Education, and Welfare



Choosing a career was never a problem for Lawrence Gridley Dertick, who became 14th U. S. Commissioner of Education in December 1956. He was born into education, so to speak, and has never found a convincing reason for wanting to "escape."

Dr. Dertick has spent—or rather, invested—about 31 of his 51 years as a teacher and school administrator, last serving as superintendent of schools in Chattanooga, Tennessee, since 1942.

For the Office of Education Chief, professional affiliations have been by the dozen. Yet he has considered each as individually, and often almost singularly, important. The Commissioner was graduated from Milligan College. Later he earned a master's degree at the University of Tennessee and did graduate work at George Peabody College for Teachers and Columbia University. Both Milligan College and the University of Chattanooga conferred on him the honorary doctor of laws degree.

We are very pleased- and grateful- that Dr. Dertick found time in his busy schedule to write this article for us.

They went, so fast it was all Alice could do to keep up, but they never seemed to pass anything. "Are we nearly there?" Alice panted. "Nearly there!" the King repeated, "Why we passed it ten minutes ago!" Alice looked around in surprise. "Why, I believe we've been in the same place the whole time!" "Of course," replied the King, "where else would you be?" "In most businesses," said Alice, "you generally get ahead if you run very fast for a long time." "Not in our business," quoth the King. "It takes all the running you can do to keep in the same place. If you want to get somewhere, you must run twice as fast."—Adapted from *Through the Looking Glass*

An Educational Secretary must sometimes suspect that she has an Alice-in-Wonderland sort of a job and that she is forever looking into a mirror where nothing is quite what it seems to be. Nothing or nobody ever stays in place, and even the office moves around with confusing rapidity, changing shape and substance before her very eyes. Worst of all, there are times when The Boss seems to grin like a Cheshire Cat and gradually fade away even while his voice continues to drone on and on. It is all very confusing!

Telephones jangle and mumble. Important papers elope with the waste basket. Letters and manuscripts mail themselves before they have reached the age of discretion. The files throw temper tantrums and become belligerent or secretive. The duplicating machines spout fountains of goo and the splintery desks delight in chewing nylons. It is all very disconcerting!

In the larger world of education, things also have a tendency not to stay put. Curriculums, college entrance applications and census projections get tangled with

anecdotal records and report cards while school bus drivers lose their schedules and their tempers. It is all very annoying!

Yet the Educational Secretary knows her job is important and I hope you realize you are working for the biggest and most important business in the world. But I doubt if many of you really appreciate the extent of the power you wield and the influence you can bring to bear on this most important business in your own community. You know the local educational story in all its details and angles. You can, and do, round out the story for the school administrators—the men and women who direct the educational enterprise at the grassroots source of its strength. You are often the avenue of interpretation and understanding between them and the communities they serve. The caliber of the service they can give depends very much on you, upon the tact and discretion, the skill and intuition you bring to your dealings with students, teachers and members of the public.

For all of us working in education these are days of far reaching growth and change. We are moving over the threshold of a new decade into what is certainly the most wonderful chapter in the story of mankind. Headlines bring us recurring news of space accomplishments which only a few years ago were figments of the science-fiction writers' imagination. Research in science and technology has brought us to the point where we can finally begin to stem the tides of hunger, poverty and disease which have burdened man throughout the ages. For the first time we can see our way to producing food enough to satisfy the physical needs of all men. For the first time, through education, we can enlarge opportunity for all men to the point where they can work in freedom toward a richer life.

As America's horizons have broadened to encompass our most distant neighbors and events have combined to open new channels of communication and understanding in our fast-changing world, new and heavy responsibilities have been placed upon the American system of education. And with these responsibilities has come sharpened awareness of what education can do, not merely for young people, but for individuals of all ages and the national future.

In communities, towns and cities all

over the country, parents have been taking more interest in what their children are studying in school. Our Federal and State governments—governments at all levels—in response to the urgencies of these critical times are giving increasing thought to education and its varied problems.

For you, as for all of us concerned with education, these are challenging as well as wonderful days. But we are working, let us never forget, with the most volatile and precious stuff in the world—with youth and its dreams and infinite potentialities, youth with greater opportunity than ever before to make those dreams come true.

Your job, like all jobs, has its frustrations. There are times, I know, when the demands seem more than any one person, though she may be a paragon of all the secretarial virtues, can possibly meet. These are the times to hold fast to the satisfaction of knowing that you are key people in the most important business there is, at the most vital time in world history.

The position of Educational Secretary, with all its trivia and impedimenta, is truly an important and significant job—and one which has particular enjoyments and satisfactions all its own. For, in a very real sense, the Educational Secretary is an Interpreter of Education—on your understanding and ability to interpret much may depend, on your aptitude and skill hang many issues.

You are an important cog in the public relations program because, to many people, you represent the school administration, the school philosophy and the program. You are an Ambassador of Good Will. You can share the happiness of parents in knowing that their children are getting a better education than any generation of Americans before them. You can warm to the elation of teachers given the opportunity to enlarge their skills. You can be part of the team of school officers and board members, planning new equipment and facilities, working to strengthen instruction in science, mathematics, foreign languages and, indeed, the whole scope of the curriculum. For you, the tests to determine Johnny's capabilities and the improved counseling services to help him to make the most of them

(Continued on page 16)

You On View

by
HAROLD OYER
Principal

North Side Junior High School
Elkhart, Indiana



Mr. Oyer has been a junior high school teacher of social studies and presently is the principal of North Side Junior High School. He is president of the Indiana Junior-Senior High School Principals Association, and president of the YMCA Board in our town. Mr. Oyer received his B.A. degree from Goshen College and M.A. from Indiana University. Additional work has been done at Northwestern University and the University of Chicago.

He is as casual as a cash register, has a quick humor, tremendous mental bounce, an on-the-go six footer, and has a lively assortment of interests and enthusiasms. Detail is one of them—and it dovetails neatly with most of the others. The pace and tension of our modern day living make stamina necessary for a busy administrator. He is able to work hard under pressure, and yet always appears fresh, eager and rarin' to go.

Every secretary thinks she works for the best boss in the whole wide world. I am no exception. May I present my boss . . .

"You on view" may be a popular or an unpopular topic for discussion depending upon how we feel about ourselves, the vantage point from which we are viewed, and the purpose of the observation. In any case, any topic which includes a consideration of "you" or "I" or "we" is bound to stir interest. Whether it makes us feel comfortable about ourselves, or confirms our feelings of inadequacy, whether it makes us complacent, or drives us to continuing self improvement is beside the point—it will be read. This assurance is based, I suppose, on the sure knowledge that nothing is so important to you as "you." Furthermore, rightly or wrongly, what others think of you or how they view you has high priority on any list of what is important to people.

This interest is illustrated by the young boy who stopped in a small shop and asked to use the phone. While the proprietor listened, the boy conversed with another shop owner about a job which was advertised during the previous week. The conversation heard by the proprietor proceeded something like this:

"I see you are advertising for an intelligent, industrious, reliable boy. I would like to apply for the position, sir."

"Oh, I see, the job has been filled. How is he working out?"

"Fine, I'm glad he is entirely satisfactory. I'm sure he'll continue to do well."

The proprietor noticing the obvious good manners and intelligence of the boy remarked that he wished he had gotten the job. The boy replied "I am the boy who got the job. I just called to see how I was doing!"

Most of us do not match the resourcefulness of this boy; nevertheless we share his desire to "know how we are doing."

At this point it becomes necessary to describe the vantage point from which you are being "viewed" and to identify

the "viewer." It makes a difference. A minister might take to his pulpit and expound upon the virtues of the wholesome "All American Girl." The psychologist might describe his research on "Why You Are As You Are." The psychologist might discuss the nature of the society which shapes your personality. The vocational counselor might list the personal qualities that will make you a success.

I am none of these; I am a school principal. I am primarily concerned about the kind of person principals want for a secretary. I am interested in the kind of person who opens my mail, who speaks to an irate parent before I do, who remembers the dozens of things I forget, who has many contacts with teachers and students every day, who reflects and executes policies to which I am committed, who has numerous chances to smooth out my day or allow me to mess it up. This person is important. There are some people who are able to do all of these things with great skill and understanding. There are others who are either unable or unwilling to do them even reasonably well.

The difference between the secretary who is a valued member of the staff and the one who does a poor job even on minimum requirements is based, I suspect, on something more than difference in ability and training. It is determined more by *how she views herself* and the way she relates herself to her many and varied responsibilities involving other people. Ironically, the person who is obsessed with fear for how others feel about her usually has an unsatisfying image of herself. A limited view of her job inevitably follows.

A pleasing appearance, good grooming, a ready smile, a well modulated voice, an even temper, have long been recognized as necessary attributes of a good secretary. All would agree that these characteristics are important, but their significance is magnified when they are inherent characteristics of a secretary who has a satisfying image of herself.

There is a certain repulsiveness about an insincere smile; there is something pathetic about a well groomed "addle-brain"; there is something ridiculously incongruous about an even tempered secretary who expresses no sympathy to the boy with the crushed finger or to the girl with the "crushed ego." These people

have an inadequate and immature view of themselves; consequently their understanding of their role in the school is limited.

The secretary who has a satisfying image of herself is able to view her abilities, (or lack of them), her attitudes, interests, preferences, and values objectively. One of the aspects of this objectivity is a sense of humor about our own values and attitudes and actions. The disposition not to take ourselves too seriously frees us from the repeated necessity of being defensive about errors, cases of bad judgment, and "difficult to defend" preferences and attitudes. It eliminates the nagging fears which hamstring creative work, and which interfere with free and easy communication with pupils, teachers and parents. When we learn to laugh at ourselves, the smile becomes genuine; good grooming adds to a radiant appearance; and sympathy and empathy for all boys and girls, all teachers, all parents becomes possible.

Another aspect of ourselves that must be viewed with objectivity is the role or roles we believe to be a part of our personality. These roles generally cluster around some socially acceptable and preferably "high prestige" generalized role.

A secretary to a principal may be competent, efficient and happy as long as the tasks she is called upon to perform are similar to the roles she has staked out for herself. On the other hand she may handle with distaste or disgust those tasks which are "beneath her dignity." In this category are the messages to be relayed from forgetful parents to their forgetful kids; the tickets to be sold; the fingers to be bandaged; that messy mimeograph job; those endless reports to be summarized after they are painfully collected from harrassed, dilatory teachers; and the unpleasant business of "lost and found."

A secretary in a school office is required to fill far more roles than is required of many secretaries who work in business and industry. A girl with immature attitudes and an inadequate concept of self, but who has developed competency in typing, or bookkeeping, or shorthand may succeed in the more narrowly defined job operation often found in business or industry but is much less likely to succeed as a school secretary.

The secretary who can view all of her tasks as part of a significant and important position in the school and can square this view with the role she has accepted for herself is not only happy and mature, but has also crossed one of the major hurdles in her efforts to become a superior staff member.

You are on view. Your appearance, your attitudes, your tastes, your "pet peeves," the things that make you laugh, the things that make you sad, are well known to parents, teachers, pupils and the principal or other person for whom you work. But those who know you will understand that the things that really matter—the loyalty that you display, the resourcefulness that you demonstrate, the enthusiasm that you generate, the tireless energy that you expend, the routine tasks that you uncompromisingly perform, the empathy that you feel for everyone—all are the result of your viewing yourself and your job in a wise, mature manner.

"WHO'S WHO FOR '60-62"

The Elections Committee of the National Association of Educational Secretaries is proud and extremely happy to announce the names of the officers for the 1960-62 term. They are: Edith Hammond, Hampton, New Hampshire, president; Isabel Paddock, Warwick, New York, second vice president; Angie Holms, Alhambra, California, corresponding secretary; Eleanor Enger, Battle Creek, Michigan, treasurer. The Executive Board members are Viola Craig, Washington, D. C. and Jean Fritsche, St. Louis, Missouri.

To each nominee we would like to say "thanks a million" for accepting candidacy and permitting your names to appear on the ballots. Being selected as a candidate is not only an honor but also indicates the active contribution each is making to an organization which is working in behalf of the educational secretary.

We wish for our newly elected officers a most successful and profitable term of office.

Elections Committee
Mary Ellen Dettweiler
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(Continued from page 12)
will have special meaning and satisfaction because you really know Johnny and some of his problems.

Looking back over the years, I think of the good fortune I have had in the wonderful people who have been "Gal Friday's" to smooth over the rough spots and work in partnership to make it possible for me to do a better job wherever the job has needed to be done. I am thinking of the team of Educational Secretaries I see working each day with such indefatigable zeal and loyalty with my colleagues and me in the Office of Education in the Nation's Capital. And I am thinking, too, of what is being accomplished for the cause of education all over this country by school secretarial service performed by those who make up the membership roll of the National Association of Educational Secretaries.



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I'm Alive After Five



by

VELMA NORMAN

Associate Editor, NES

So you have chosen to be an educational secretary! You arrive at the office by eight full of get-up-and go. Ordinarily you leave by five, and you find your get-up clamors to get down, and your go has long since gone. Of course, if you work in a school office you just might have a shorter work day, but that end-of-the-day sag pulls at your insteps. While your chosen work is fascinating, it is also at times monotonous, tiring, and confining.

Fatigue, then, seems to be the chief complaint at the end of an educational secretary's day. Fatigue, we are told, can result from many things, (1) inadequate rest and sleep, (2) lack of movement, (3) poor posture and work habits, (4) poor health, and (5) no outside interests.

Let's think about and discuss these reasons one by one—perhaps we can do something about them. As for scanty rest, we know we can stay up late occasionally and get by with it. But as much as we would like to view Jack Parr nightly, or take in the late, late TV show, we know we can't keep it up indefinitely. It is just good common sense, then, to be rested and refreshed **before** our work day begins.

We can probably cope somewhat with the lack of movement by arranging our work so that typing of letters can be spaced with written reports, filing, telephone calls, and errands in our building. In other words, it is wise to alternate tasks—the change will rest tired muscles.

As to poor work habits, check the height of your work surface, the ventilation, and the best light angle. When you sit at the typewriter your elbows should be at the same level as your wrists. I am told by an

authority that the best spot to support the back is a little above the small of the back. Feet should rest flat on the floor when your hips are against the back part of the chair. Perhaps on your job it is necessary to be on your feet for long periods. This is the time to throw high fashion out of the window, and encase your feet in comfortable shoes with room to wiggle the feet about inside the shoes. Your torso should not be confined in an overly tight girdle. This is a sure way to strangle circulation, and leads to fatigue.

Guard your health. Don't forget your yearly check-up. Diamonds aren't a gal's best friend—doctors are!

At five most of us point our cars toward home in much the same way that good setters point during a hunt. Have you ever thought about how many women actually work? From a U. S. Labor Department report there are about 22 million women who hold jobs in the United States. One-fourth of all married women in the United States, as well as many single women, have dual roles of homemaker and employed worker. This means after five we are concerned with budgets, meals, household chores, as well as our family's welfare. Generally speaking, this is a labor of love, but let's face it, girls, the sameness every evening does not help our emotional and mental state. Just as a daily coffee break restores a weary body and brain during the day to more productivity, so will new places and new experiences prove not only beneficial to you, but your entire family.

While we need a certain amount of rest and relaxation, if there is one factor that

is more exhausting than a squirrel-cage day, it is absolute inertia night after night upon arriving home. Nothing can be more boring to the entire family, and nothing can be more stimulating than an active recreation, preferably one like bowling, gardening, fishing, or square dancing. For an extra shot in the arm try an absorbing hobby like painting, bird walks, pottery, or collecting **anything!** These are wonderful ways to work off tiring tensions, or that "tied in a knot" feeling.

My husband frankly admires interesting women, and one we both admire tremendously is a young matron with four children. She does her salesman husband's secretarial work at home. She also does all her own housework. Yet to meet this person socially is always a delight. She is well read and talks on a variety of subjects. She is active in Girl Scout work and gardening. This lady has been studying the piano for years. She is constantly trying new fields of activity in adult evening courses. The husband realized the importance of allowing "time out" from this active family, and baby sat one night weekly while she pursued fields of oil painting, ceramics and sewing. Now that the two older children can watch the younger ones, she and her husband continue interests together.

A word to the secretary growing older (not to an older secretary). Because of physical changes and a gradual loss of youthful zest and quickness, there will be a special need for you to renew old skills or learn new ones. You will need these as an emotional and spiritual outlet. To master just one skill or craft will contribute to your well-being. It will give you self-confidence, and a real sense of achievement.

We mustn't overlook reading good books, magazines, and keeping up with world events. This will also give you self-reliance, because when you can talk in an interesting manner people will listen, and you can make new friends easily.

In one of Josephine Lowman's recent columns she quoted Miss Evelyn Hart who urged those especially in middle age to widen their horizons with new interests. Miss Hart said, "Developing a good hobby that you find intriguing and challenging is, in no sense, a childish past-time. Rather, is a kind of gilt-edged insurance against isolation, loneliness and boredom." Mrs. Lowman then wrote for herself, "It is a mis-

take to live vicariously through others alone. No matter how unselfish it may be, this practice eventually boomerangs on the giver and the recipient. Women who have given no time or thought to the development of any personal skills or interests, but who have spent all their energy and attention on their children, may suddenly feel bereft as though life is over and they are no longer needed, when their children grow up and leave home."

So, educational secretaries, whether you live in a small, quiet town, or a pulsing, large city, accept this article, please, as a direct challenge. Let's make up our minds to keep on studying and learning as long as we live. More important, let's all be able to say, "Truly, I'm alive after five."



"Thank you," we say demurely, for your many comments about our new look. We thought you might like to meet the man who has helped us with this favorable change. May we introduce Don Grimes, the art instructor at our school. A slight built fella with salt and pepper hair, black horn-rimmed glasses, an unlimited bundle of energy and lots of fresh, up-to-date ideas. Once a commercial artist, he felt a need for molding young people's minds in the area of art and returned to teaching.

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Automation - Are You Ready?

by
MR. ARTHUR G. MARTIN
Superintendent of Schools
Glen Ridge Public Schools
Glen Ridge, New Jersey



Mr. Martin is a graduate of State Teachers College, Kutztown, Pennsylvania and Montclair State College in New Jersey. At present he is writing a dissertation at Temple University and has attended New York University and Columbia University.

He is now superintendent of the Glen Ridge Schools. Formerly he was principal of Woodstown High School in New Jersey.

Mr. Martin is a life member of NEA, a member of the NJEA, ASCD, New Jersey Council of Education, North Jersey Schoolmasters Association. He was secretary-treasurer of the New Jersey Secondary Principals Association for three years and served two years as president of the New Jersey Association for Adult Education.

Every major educational periodical during the past two years has contained some reference to automation or the introduction of electronic machines into offices and even classrooms of educational institutions. Every major newspaper, business journal,

and educational periodical has ads pointing up the advantages of these electronic giants and their successful introduction to and assimilation in the business world.

One cannot any longer hide his head in the sand or cry "Wolf." He must meet these technological advances in industry head on, evaluate them carefully to determine their uses in the educational program, and determine whether or not they are educationally sound, or whether it is financially wise to make use of this equipment for an improved educational program at minimum cost.

In 1956 the American Management Association published Special Report No. 11 in which 183 pages were devoted to the integrated data processing system describing many company experiments.

Whittier, California, reported in August, 1957, that they were installing electronic equipment in their offices in the high schools as well as the District office at a net saving of approximately \$40,900.

The Chicago, Illinois, high schools are training secretaries for automated offices.

Los Angeles, California, has moved into the area of microfilming to save money on expensive storage areas.

Plainview, New York, has developed a transportation system so that student assignment to buses and follow-up is done by electronic equipment.

Morris Hill Regional High School in New Jersey has employed electronic equipment and data processing for the scheduling of high school students and keeping of attendance records.

Almost all large school districts have engaged in machine bookkeeping and accounting, but now electronic machines are available to do almost all the routine work in a business office.

What does all this mean to today's secretary in educational offices is the first question asked by each secretary who is faced with the invasion of these giant monsters into the quiet, peaceful, unchanging atmosphere of a school office? (Who said it

was quiet, peaceful, or unchanging!) The very nature of the work in school offices whether they be elementary, secondary, or central office is so related to work with students, teachers, and parents that there is no expectation of the elimination of the secretary in the school office. However, it is true that machines can do the work of many clerks or secretaries in a shorter time at some saving in money, and some clerical positions will be eliminated.

However, since the children are still coming and more schools must be built, present schools enlarged and more personnel needed to operate them, the total need for secretaries will not decrease. The secretary or office worker will have to learn new job routines and be able to readjust to the new job analysis established for each job.

There is no doubt that the need for the receptionist, the personal secretary, the file clerk will continue; but the job of the bookkeeper, payroll clerk, and statistical clerk will change greatly. Some clerks will be eliminated.

Offices will now use a key punch, a sorter, a printing unit, a computer in a few instances, plus verifying equipment. It will take newly-trained clerks or a retraining of clerks to fill the jobs necessary for the new routines. These changes will be much the same as the transfer from the manual typewriter to the electric typewriter, the personal secretary to the Dictaphone or Ediphone equipment, the adding machine to the calculator, and the calculator to the present payroll and accounting machines.

The installation of electronic equipment will upgrade the secretarial position in salary as has been evidenced in industry. The status of the secretary will depend on the level of secretarial service which she is performing.

The next big question to answer: Will this affect me?

There is no doubt that secretaries in school districts with student enrollment over 10,000 and payroll of about 800 and 1000 persons will move into this machine operation quite rapidly for economy reasons.

Many school districts of over 5000 pupils are presently considering installation at this time with some installing machines for 1960-61.

A secondary school with 1500 students has installed these machines to aid in scheduling, attendance, bus transportation, pupil population projection and census, payroll, accounting, inventory control, maintenance schedules and purchasing and finds it to be successful and no more expensive than a secretary—approximately \$4,000.

School districts with less than 1500 students or 100 employees will not be affected unless the rental cost of the equipment is reduced quite a bit. In an office which has only one or two secretaries, it is impossible to eliminate a position to effect any saving which might make the installation of these machines economically possible.

Salesmen in the field representing these companies assure schools with 3000 students that they can save money and improve their record keeping and operation through the installation of data processing equipment.

Another question frequently asked is how long does it take to integrate a machine into a school program?

There are various answers here, but most agree that a school needs a minimum of three years and a maximum of five years to reap the full benefit of any installation of machines. It takes quite a while to develop the forms, job routines, and flow charts for each operation; so, secretaries, you have three to five years to learn how to operate the "new fangled" equipment!

Which area of office routine will the machine affect first?

This depends entirely on the school system. Some schools start with the central office and then go to the high school office; others start with the high school office. There will be little or no effect on the elementary school secretaryship as it is presently set up because no machine has been developed at this time which can act as a receptionist, patch up a scratched knee, dry a wet cheek, answer a teacher inquiry or appease an angry parent. However, machines have been installed to

1—do child accounting and keep a continuing census, a boon for fast-growing districts to have statistical facts available at the flip of the switch.

2—keep accurate personnel records.

3—develop a maintenance control system

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Facing Up To the Stress and Strain Of Modern Life

by
WILLIAM C. MENNINGER, M.D.
The Menninger Foundation
Topeka, Kansas



This article by Dr. Menninger, president of The Menninger Foundation, appeared in the Menninger Quarterly. Dr. Menninger has given his permission for us to reprint the material in its entirety.

Few people, if any, in the modern world escape psychological stress and strain of major proportions. Everyone is aware of varying degrees of tension within himself and if he is alert to the world about him, he is certainly aware of the many tensions that surround all of us. This stress and strain can seriously affect mental well-being.

We know that under enough pressure, continued over a long period of time, anyone can be overwhelmed, and bend. All of us have a "breaking point."

The tensions to which we are subjected certainly appear to be increasing. This may explain the evident increase in the incidence of mental illness. What can we do about this situation?

PROBLEMS TOO BIG TO HANDLE

The physician in psychological medicine or psychiatry does not have answers to political and social problems, yet he knows that they seriously affect people's health. This he discovers anew as he endeavors to understand the illness of each new patient; as he studies the factors that have led to breakdown under stress. On the basis of what he learns he can advise a particular individual how to remove, reduce or live with pressures to which he is subject.

Becoming mentally ill is the response many people make to problems too big for them to handle. Therefore, the psychiatrist has the responsibility, as well as the opportunity to turn a microscope on the personality of his patient. It is necessary for him to gain some understanding of the forces which are creating, or have created the tensions that have produced the illness.

There are two different types of such tensions.

First, there are those that originate within one's self and are quite specific to each one of us. These internal tensions are not shared with other people because they are related to problems and conflicts of our own, conflicts which often have arisen from experiences of childhood and still continue, in varying degrees, to make us feel uneasy under certain circumstances or with certain kinds of people. These are always related to unconscious factors in the personality and usually manifest themselves as "anxiety".

Internal tensions show up in different ways in different people. Some try to remain blind to them; some project the cause of them to someone else; some develop physical symptoms. These and other psychological devices are used by all of us in an effort to maintain our equilibrium. Constructive action would be to discover—sometimes requiring professional help to

do so—how to modify tension by understanding the situations or factors which seem to precipitate it.

In addition to internal tensions there are the external tensions. These we do often share with others, at least to some extent. Usually they are the result of our environment; experiences and events affecting our family and friends as well as ourselves; even affecting our job, our communities, our country. Too often these give rise to feelings of uncertainty, apprehension, or outright fear.

We try to resolve the tensions thus created in one of three ways; we can refuse to face their causes, which is a kind of flight; we too often fight back, thereby hurting or destroying people or things, and in the process usually hurting ourselves; or we can compromise. Most of the time we find ways to modify our attitudes and behavior, and also to modify the environment sufficiently to make a constructive compromise with a net gain for the situation as well as ourselves.

HELPING PEOPLE UNDERSTAND THEMSELVES

In planning treatment for a patient, the psychiatrist must first figure out how to help the individual understand himself and his problems better. Secondly, he must consider the environment and its factors and how these might be changed for the benefit of the patient. Approaching from both directions as may be indicated, his assignment is to help his patient face up to the stress and strain that has produced his symptoms.

The individual who is filled with anxiety is rarely able to look at himself objectively. It is difficult, if not impossible, for him to see the causes of his own conflicts or the various unreasonable or even irrational ways by which he is trying to resolve them. A person can often, if he will, gain some understanding about himself from his family, or from friends or from reading. However, he may need professional help.

Very many problems, whether personal or universal, revolve around the central theme of hate in its many manifestations of selfishness, jealousy, prejudice, dishonesty, yes, even mental illness—and worst of all, war. Hence, perhaps the most important thing for an individual to do is to try to understand how he handles his own hostility and to see what are the mani-

festations of that energy drive in his behavior and thinking.

It can be helpful, for instance, to see "running out on responsibility" as a disguise of hostility towards one's loved ones, towards one's boss, towards one's community. Too often we are unaware of the thoughtlessness and neglect, discrimination and selfishness that we display—frequently towards those whom we claim to love.

Uncontrolled emotion contributes to the production of tension in ourselves and those around us. Therefore, it behooves us to direct energy constructively. When angry, instead of breaking a dish we can take a brisk walk; when frightened we can consider how best to meet the danger instead of running away; when we love we can either tie our loved one to us, or preferably free him to choose whether or not to stay.

THAT "ALONE" FEELING

Good insurance against getting overwhelmed by tension is to develop ways of living with other people, and activities whether alone or shared, which give satisfaction by being constructive and creative. Engaging in a sport, creating a work of art, learning a craft, playing a game, singing a song, reading a book, helping someone else working to improve the community—these and many other activities can contribute to one's sense of well-being, let one recoup from strain.

For many people a philosophy of life and a firm religious faith provide extra strength to resist the wear of tension and stress. They also can be the source of motivation towards goals to which they aspire.

Loyal friends and associates can be a bulwark against that "alone" feeling which comes when difficulties seem about to overwhelm one. But we must take the initiative to call upon those who would gladly help if they are allowed to know we need them. And, of course, it is important that this relationship be a two-way one and that we are willing to go to the aid of our loved ones and co-workers when they need us. To modify the environment, just as to modify our own selves, takes action; it means doing specific things:

1. Examine and evaluate and talk about the possible causes of tensions. In essence, this is what the psychiatrist tries to en-

(Continued on page 28)

Mirror, Mirror on the Wall

by

GLADYS D. MEYER

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Employee Services Division

White-Rodgers Company

St. Louis, Missouri



Mrs. Meyer is a graduate of Southwest State and Drury Colleges at Springfield, Missouri. Her graduate work was done at Washington University in St. Louis.

She was formerly a school teacher. She has worked in Social Welfare, and has done writing in the fields of advertising and entertainment. She has worked in her present position for the past 17 years.

She is a board member of the Vocational Counseling Service of Greater St. Louis; past president and present board member of International Association of Personnel Women; past president, Personnel Women of Greater St. Louis. She is a conferee, National Manpower Council studies — WOMANPOWER, published April 1957 and WORK IN THE LIVES OF MARRIED WOMEN, published September 1958.

It goes without saying, but I shall say

it anyway, that our tastes in literature are as varied as our tastes in hats. That is, until the fairy tale is mentioned. And then, I think that just everybody, from eight to eighty, adores a good, "Once upon a time . . ." I think there are perfectly logical reasons for that. In the first place, a good fairy tale always has a lot of conflict, a lot of knotty problems to get solved. Every good fairy tale has something of the super-natural in it—magic words, magic wands, and then, what is perhaps most significant, every good fairy tale always has a highly satisfactory ending. We know that no matter what happens up to the end, that in the end everything's going to come out all right. All the bad boys and girls are going to be horribly punished, and all the good boys and girls are going to be handsomely rewarded. And, after all, isn't that the kind of philosophy to which we all subscribe? I don't know what your favorite fairy tale is, whether it's Rapunzel and all that long blond hair or Hansel and Gretel with their pockets stuffed full of bread crumbs. My favorite has always been Snow White. And the thing that I have loved about that story is not those darling little dwarfs or the poison apple, but that wonderfully talented mirror that Snow White's stepmother had that had the ability to answer her most important question. Over and over all my life I have thought how wonderful it would be if I had a magic mirror. I would settle for one that could just answer little questions—you know, "Mirror, Mirror, tell me true/Do you think this hat will do?" Or, "Mirror, Mirror, what do you think/Is this lipstick too darn pink?" And oh, how much more wonderful it would be if we had a magic mirror that could answer the really important questions I think conscientious people must ask themselves from time to time about their progress in

their jobs. I don't think that we should be so introspective that we become neurotic, but I think we need once in a while to do some self-evaluation.

Well, let's pretend that we have a magic mirror and let's pretend that we ask this talented mirror a few questions. I think probably the first thing we would ask would be: "Mirror, Mirror, on the wall/Am I the fairest one of all?"—meaning am I doing the best possible job I could do with the potential that I have? And I think the mirror would say "Yes, I think you've described it very well. I think indeed you are doing a fair job." And that would bother us because we would realize that the mirror was using that word "fair" in a different connotation than we had in mind. And we might challenge that a little bit and say "Well, what's wrong? What do you mean?" And then the mirror would say, "Well, really, you've made tremendous progress. Women have made tremendous progress in growth in the last ten years, in the last twenty years, in the last fifty years, but there is room for improvement." And then we would ask how we might improve ourselves, and I think the mirror might be a little cross then and would say, "Goodness, this is much too big a group. I haven't the time or the staff to do a clinical evaluation." And then our natural response to that would be, "Well, couldn't you give us just a few "for-instances," just a few hints?" I am dumb enough or bright enough to think that I know what some of those hints might be. I think I even know what the first one would be, because it's something that bothers me about my own job more than any other thing. And as we talk about our conversation with the mirror, I would like to quote that old thing that you've all heard: "If I point my finger at you, remember that I point three at myself."

You see this finger here? This finger has served me well. It has been very clever for most of my life. But something has happened in the last few years as time is going by. There's a little arthritis right here in this joint. About twice a year, after a hard look at my profile in a full length mirror, I say to myself, "Now, I must do a few exercises." And, by golly, I do them; I do them anyway for two days. But in recent years, I have found that some of the exercises I used to do for two or three days I don't even try to do any more because it hurts too badly. Crooked

finger and pained muscles make me painfully aware that something is happening to the skeleton, something is happening to the padding.

And the thing about which I am most concerned, is that there might be an oncoming rigidity, an oncoming arthritis of my attitude. So I think the first thing the mirror would have to say to us would be something about flexibility. I don't think there has ever been a time since the so-called emancipation of women that it has been so vitally important that we should be flexible if for no other reason in the world than because of the tremendous technological changes that are coming along.

What am I talking about? They are not coming along; they are here already! I dare say that there's not an office represented that has not seen some rather radical changes in the last five years—changes in equipment, changes in methods and programs and procedures—and I expect that we "ain't seen nothin' yet." Do you want to make a bet that 15 years from now down in your personnel department, there'll be no such classification as 'typist'?

And so these things are coming all the time and, for that reason if for no other, I think we need to be flexible, I do a little consultant work with small organizations that have no personnel department, and the problem I've been called in to help on most in the last five years has to do with this inflexibility. "Mrs. Meyer, what are we going to do about our office manager? She's been with us 22 years; she's been a good and loyal and productive employee. Six months ago we got in a lot of new duplicating equipment. She is supposed to learn to operate it and teach her staff to operate it and then supervise them. And there it sits. She has not made any attempt to use this new equipment. She says she doesn't intend to. What are we going to do?"

Oh, the answer's awfully simple. If the office manager had worked two weeks or two months or two years, it would be simple, wouldn't it? You would just fire her, that would be all there would be to it; but you don't do that with good and loyal and productive people who have been with you for 22 years.

Flexibility. I think that's one of the "fr instances" the mirror would give us.

I think another "fr instance" the mirror would give us has to do with judgment

values. Judgment values are not easy to come by. It is not easy to tell someone how to acquire judgment values. But the older I get—the more I am convinced that perhaps the greatest differential in thousands and thousands of jobs is the degree to which one has good judgment. I think the thing that keeps some girls as typists and makes others educational secretaries is not so much the technical skill; I think the thing that keeps one man a foreman all his life and makes of another man a works manager or a vice president is not so much a matter of technical skills. It is rather a matter of having good judgment, of knowing judgment values. I said it's hard to give anybody a hint as to how to acquire good judgment values.

But to be a good secretary also means, I think, that you must know that this rule of "relieving the boss" (and there are some others too) needs to be broken sometimes. As a matter of fact, I think that even if this is a standard rule, it is unfair to our bosses to completely divorce them from the minutiae and the worry and the problems that are going on. I think most of them are willing to help you even on problems that you feel very stupid asking about.

And then I think the mirror would give us a "fr instance" that has to do with loyalty. Now I'm thinking not so much of loyalty to a particular boss (that's important too) but I'm thinking of loyalty to the organization of which you are a part, whatever it may be, and loyalty to the thing that you and the organization of which you're a part, are trying to do in the world at large.

There used to be something called "company man" and he's not to be confused with organization man. In recent years it seems to me that the company man has kind of gone out of style. And it's no longer chic to be fiercely loyal to your organization, the way people once were. I get this from the tremendously objective attitude some people have. They talk about *they're* going to do so-and-so and *those* people up in the front office or the back office or wherever it may be—*them*. This is hard to understand.

I grew up in a family the head of which was a company man. I grew up in a family where we read out loud together, all of the days we were at home. You can cover a lot of literature that way. I'm not sure that an English professor would

be very happy with our reading list. To be sure, we got most of the classics, but we got most of the modern novels, too. I expect that our father and mother wanted to keep up with those and to save time they just ran them in on the kids. We got a lot about our father's company too. Here again, I expect it may have been required reading for him and to save time he ran that in on the kids too, but it didn't seem so. It was wonderfully exciting and it all ran together and we couldn't really distinguish between the classic and the modern novel and the sales brochure. And so we laughed and cried with equal enthusiasm over David Copperfield and Leatherstocking and Dan Matthew and Cyrus McCormick and the first reaper he tried to build and all those problems he had with it.

There are people today who say that the reason employees are not fiercely loyal the way they used to be is because the employers don't deserve it. I can't buy that. There is no condition under which I work today that isn't immeasurably better than the conditions under which my father worked. No, I think it is rather that in the code of a company (and maybe we ought to call him a company gentleman) lack of confidence in a thing with which you are associated, was lack of confidence in yourself. And I think the company man, then or today, has more self-respect than that. There needs to be a greater identification, I think. Every now and then someone will say to me, "My lousy company so-and-so," and will go on and on. And I want to say (I never do, but I *want* to say) "What kind of a cheap, dirty price do you put on yourself then, to stay? Why don't you go? Nobody makes you stay. Why do you stay, if this is this kind of place? We are all part of the organization to which we belong and believe me, if it's a lousy outfit, maybe one of the reasons is because we *are* part of it!

Then, I think the mirror would have something to say about good human relations. I don't know if any of you can remember the April 4th, 1953, issue of Time magazine. This is a date and issue that sticks in the minds of personnel people, because the middle spread of that issue said, "There has been a revolution." And then there was spelled out on the two pages the new philosophy of business and industry in this country. For purposes of our consideration here I am thinking of

education and government as being business. Personnel people and others have been praying for a long, long time and working for a long, long time that there should be this revolution. And now that it's here, it's a little hard to realize that it has been accomplished. There is a new philosophy. There are two parts to it, and it is as simple or as complex as this:

1. There is something in this world called human dignity that must be respected. Human dignity has not always been respected in this country and we have paid a horrible price not to have adopted this new philosophy a long, long time ago.
2. The second part of this new philosophy is that there a rule in the world that is worth more money-wise than any other rule anybody has ever been able to think up, and that's the rule called "Golden."

This is the tune that the band is playing and if we want to get in the parade and ride on the bandwagon this is the tune we shall have to learn to whistle. Oh, it's not an easy tune to learn, is it? We get off key a lot of times. We make lots of sour notes, but isn't it a wonderful tune to try to learn?

It is important that we all get a good concept by what we mean by good human relationships in the framework of these two points I have made. There has been a lot of misunderstanding in recent years about good human relations. There are some people who think that good human relations are a coddling, a spoiling, a determination to make everybody ecstatically happy all the time, and that's not it at all. That's "do-gooderism." That's a faddism that has no part in true human relations. True good human relations have to do with treating people fair, with treating them with dignity, and those are the things with which we must be concerned.

One of my concerns about something that is happening to some of our young women who are now and have been studying at some of our finer secretarial schools is what I think is a misinterpretation on their part. Some of them are so very well groomed, some of them are so very precise in their language, some of them are so very proper in all their dealings with everybody with whom they come in contact that they end up with something like a porcelain facade. The warmth is gone and many of the people with whom

they do business can't relate to them and come to think of them as snobs.

And my hope is—grooming is important, of course, and diction and all these things—that we won't educate all the warmth out of ourselves because good human relations has to do with empathy and warmth and we have to be able to communicate and relate with the people with whom we are going to deal.

There is a great hospital that built for its staff doctors a little office where those staff doctors could see their private patients. This was done to help relieve the doctor shortage. You can see it would save a lot of time for a doctor if he could leave the surgery in a great hospital and then have a little private office nearby where he could see his private patients without having to drive half-way over town to his private office. This is a wonderful means of getting more out of a doctor. This little office for various staff doctors' private patients is a very busy place, especially on Saturday. Lots of working people, lots of people from out of town are stopping there on Saturdays.

Now the people that come to this little private office are not exactly normal. This is a good place to come and have diagnostic work done. It's a good place to come for a dressing. So the people who come there are not exactly normal. They're just getting over being sick, they're scared to death they will be sick or they are sick, not exactly normal people.

I went to this little office one Saturday morning. In case you're interested, I went to get some stitches out. I waited an hour and fifteen minutes for my doctor, which did not bother me. I knew he was coming from surgery and I knew that they can't always tell how long a procedure will last. I did not object to waiting for my doctor for an hour and fifteen minutes, but I stood up all the time that I was waiting, and when the crisply efficient secretary who presided over this office called me and led me to my doctor's little cubby hole, there were seventeen other people standing in this reception room. As she led me back to my doctor's office, I opened my pocketbook and took out two dollars which I gave her. I said, "This is to start a little fund for some additional chairs in the waiting room." And in my nastiest voice I said, "It's very obvious to me that the hospital and the doctors can't provide them, so I want to start a little fund to

buy additional chairs. And when I am finished with my doctor I am going out to all those other people who are standing up and I'm going to pass the hat and I'll bet we'll get enough money so that we can get some more chairs in this waiting room."

This crisply efficient secretary stopped dead in her tracks, put her hand on my arm and said, "Mrs. Meyer, you are a riot. We've got lots of chairs. But didn't you notice that we'd had the office redecorated and we'd gotten some new draperies and it looks so pretty and you know we have such mobs of people here on Saturday. If we had enough chairs out there for all the Saturday people to sit down, we would just have to line them up like prayer-meeting and that makes the office look so tacky."

Do you think this crisply efficient secretary has the vaguest idea in the world of what we're talking about when we mention good human relations?

Those, then, are the four "fr instances" I think the magic mirror might give us: to try to stay flexible, to try to develop good judgment values, to be fiercely loyal to the thing of which we are a part, and to try to understand, develop, and live good human relations.

And now, quite apart from the mirror, and with no prompting from the mirror at all, I would like to say something about democracy. No matter what I talk about I always end up by saying "I believe in democracy." I believe that there's no life any place for any of us comparable to life under a system of free enterprise in a democracy. The reason I say this is that I think there's a lot of poison propaganda in the air all around us that would destroy our convictions about democracy and I like to believe that every time I stand up on my two flat feet and say "I believe in democracy" it counteracts some of this poison. And so, since I do believe in democracy, I must remind you that one of the most precious guarantees of democracy is that we have a freedom of choice, and thus you don't have to pay a bit of attention to anything I've said or the mirror has said. You don't have to do anything about it. That's one of the blessings of democracy. You don't have to act upon any of these things at all. You can go away from here and say you've had a restful hour but you don't have to take any action.

Let's don't ever forget this precious freedom.

(Continued from page 20)

and inventory control system which will assist greatly in budget making.

4—compile monthly reports of expenditures with unencumbered balances for each area of the budget in a matter of minutes for Board of Education meetings.

5—do all payrolls in a fraction of the time whether it be 200 employees or 25,000 employees.

6—do purchasing with automatic cost accounting in various areas and immediate unencumbered balances.

7—do scheduling of all students in any departmentalized set-up with as many schedule cards as necessary and any combination of schedule cards—teachers, students, class, etc., as well as class lists by I.Q., subject, age, sex, or alphabetically if desired.

8—arrange bus schedules and issue identification cards to students.

9—record attendance and keep cumulative attendance records by student, class, grade, or whole school for daily, monthly, or yearly reports to local and state officials.

10—make report cards and record marks of all students from check list supplied by the teacher.

11—issue transcript of student's record to colleges or businesses when requested.

There are many others. The only limit to the areas of operation for these machines is the imagination of the administration in the school district.

Machines could be the means of professionalizing the secretary by eliminating the routine and monotonous jobs and replacing them with a pattern of organization demanding a more able and alert secretary who can administer an office effectively.

Machines will increase efficiency in the office.

Machines will give the community better record keeping.

Machines will allow time for better planning by making more facts available in a fraction of the time necessary to do manual research work.

Secretaries can move into a new business world by mastering the machine and making it work for them.

(Continued from page 22)

courage his patient to do in order that both may understand just what problems are at the root of anxiety and fear. It has often been said that a clear understanding of a problem is 90 per cent of its solution. This is a proven fact in resolving conflicts within the individual personality, and this can apply also in a family. Conceivably it can apply equally in larger units such as a company, a neighborhood, a city, state or nation.

2. Assume full responsibility as a person, as a member of a family, as a worker on the job, as a participating citizen. This means acquiring basic education, training and experience; continually working for better solutions of the problems of the groups in which we find ourselves.

3. Thoughtfully plan for the future. This has economic, social, educational and vocational aspects. Important in this is to find the job best suited to one's abilities and opportunities; then relieve its routine

and responsibility with an avocation or a hobby. Often recreation can serve for recreation.

WHAT THE WORLD NEEDS MOST

Any plan for protection against and handling of stress and strain requires action. Hopefully, by planning it can be constructive action. One can find a cause or a mission and take it seriously. What the world needs most is people who will give of themselves to the needs of the family, the community, the state, the nation and the world.

What a person needs most is to be wanted and necessary.

There are so many opportunities in every country and in every culture to help our fellow men by improving education, social welfare, health; by strengthening religious faith. To do this implies that adults must grow up emotionally to the point that they find more satisfaction in giving than in receiving.

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Pilgrimages to Lightness and Enlightenment

In the spring and summer an educational secretary's fancy turns to the nearest conference, institute or workshop in her area. Or perhaps she yearns for one in a distant part of the country she has never visited. If so, this is the year to be a good traveler.

**Western Regional Conference,
April 22, 23 and 24**

We have read somewhere that Arizona was once the site of the North Pole—but that was six hundred million years ago. Today the resort area in the Valley of the Sun (around Phoenix) is a miracle of balmy climate because the sun shines 86 per cent of the time.

Just about the time that this article goes to press educational secretaries from over the land will be attending the Western Regional Conference of NAES at Scottsdale, Arizona. Due to deadlines it is lamentable that we cannot give a report of the conference itself. But upon reviewing the program I am sure suitcases were dragged out and dusted off for the journey to one of the southwest's most flourishing resorts. At this printing each guest at the Valley Ho Hotel is living it up with her own TV, private patio, lawn furniture, flowers, friends, and swimming pool within

easy reach. Informality with hospitality is the mode for this conference.

Our girls have been welcomed by the Arizona Association of Educational Secretaries with a poolside tea. They have been thrilled with a Chuck Wagon Supper hosted by the Scottsdale secretaries. This took place right on the Arizona desert. (Zane Grey should be writing this so you could have a good description.)

By now everyone has registered and attended the opening session. They have heard NAES President Rachel Maynard; been welcomed by Arizona's popular Governor Paul Fannin, and listened to Mr. William Ismay, Industrial Relations Manager, Arizona Public Service. And everyone has relaxed with good coffee served by the Prescott organization. Registrants have attended the first workshop session on human relations and met in a happy chattering throng at the luncheon-fashion show presented by the Tucson secretaries.

Participants must by now be gathering up loot and favors prior to the next workshop "Refresh Your Work Plans" with IBM Consultant, Mrs. Marion Wood of New York City. It is always a pleasure to see and hear our friend Marion.

Even though our girls are stuffed to their curly eyelashes they must already be looking forward to the evening banquet, arranged by the Arizona Educational Secretaries, and to General Robert Scott, author of "God is My Co-pilot."

And there is still more hospitality to savor when the Phoenix secretaries have their brunch Sunday morning. The special speaker will be Mr. Dix Price, Executive Secretary and General Counsel, Arizona Education Association.

Don't you wish you could have made this journey?

South Dakota Regional Workshop, June 10 and 11, 1960

Exciting affairs will be found at the end of this pilgrimage to Rapid City, South Dakota. The Tenth Annual State-wide Secretarial Workshop will get under way at the end of spring. It will be sponsored by South Dakota State College, South Dakota Association of Educational Secretaries, the National Secretaries Association (Mt. Rushmore Chapter), and the National Association of Educational Secretaries.

This workshop is unique in that it includes secretaries from all fields—medical,

banking, legal, business and education. Invitations are extended especially to educational secretaries in Montana, Wyoming, North Dakota, and Nebraska. These are the states not as yet having organized state associations. The 1960 session will be the fourth that is co-sponsored by the South Dakota Association of Educational Secretaries, and it is actually an early celebration of the fifth anniversary of their organization.

Headquarters for the workshop will be the Sheraton-Johnson hotel, where a reception and open house will await visitors the first evening.

The first general session will start promptly at 8:30 a.m. Friday, and will feature a talk by Dr. Richard F. McMahon, Management Consultant, National Rural Electric Co-operative Association. The first work session classes will include work efficiency under the direction of Mrs. Marion Wood, correct English in public, current postal regulations, plus a tour of the office machines exhibit.

After a get-acquainted luncheon the secretaries will attend more sessions on office handbooks (Rachel will be there!), public speaking, personnel and personality orientation, and a secretarial symposium on communication media. After a short break the enrollers will attend their own separate affiliated group meetings.

Friday evening will be strictly fun at Arrowhead Country Club. It will start with a social hour, then a buffet dinner, and end with a mock style show which will be provided by the Mt. Rushmore Chapter of NSA. I am told the girls have a good script and appropriate background music, and the whole show will be hilarious!

Saturday A.M. will see the registrants back in general session in the ballroom. Mr. H. P. Dixon, Assistant Cashier, First National Bank of the Black Hills, will speak on "Secretaries and Public Relations." Then after the inevitable coffee break the girls can choose a class to her liking.

The luncheon speaker for this day will be Dr. L. R. Palmerton, Dean of Students, School of Mines & Technology, whose topic will be "Secretarial Psychology."

This ends the formal part of the workshop. However, there will be planned tours for those interested after this.

Make your own hotel reservations. You

can plan to spend in the neighborhood of \$7.00 per room. At this point we can't resist telling you that from any room in the hotel one may look out and see the historic Black Hills.

Besides hotel and personal expenses each luncheon is \$1.75, the banquet \$3.50, and registration fee \$3.00. We believe this is a whopping bargain!

Attire for the entire affair will be strictly informal and casual.

If anyone wants a program (they should be in print about the time this magazine is off press), or additional information, write to Miss Mary Zimmerman, 4115 Pleasant Drive, Rapid City, South Dakota.

NEA Meeting, June 27, 1960

NAES will participate at this meeting which will be held at the Biltmore Hotel, Los Angeles. Registration will start at 8:30 a.m. with a coffee social. At 9:30 a.m. our Junior Past President, Corinne Messenger, will speak on "Associate Responsibility." Angie Holms will be heard on the "Work of the Secretary of NAES." Lois Rogers, NEA Convention Arrangements Chairman, will also be presented.

While plans are still in the formative stages our California girls are enthusiastically working for a wonderful meeting. The Los Angeles County Association of Educational Office Employees will arrange for a hospitality room. The Los Angeles City Schools girls will be in charge of reservations. The California State Association will have charge of the luncheon. We don't know the luncheon speaker at this writing, but he is sure to be outstanding.

In the evening everyone will take in the NEA Convention activities, including the President's reception, which Corinne will attend.

We plan to have a new display board this year and speak "loud" for NAES with all our material on view!

Work Conference for Educational Secretaries, July 11 through 15, 1960

The theme this year will be "The Educational Secretary Grows Wiser." Each day will be a self-contained unit with the theme started by the key-note address every morning, and carried through all day in the discussion groups. For instance, on Monday, "The Educational Secretary

Grows Wiser in Attitudes"; Tuesday, "The Educational Secretary Grows Wiser in Texas Education Agency Work"; Wednesday, "The Educational Secretary Grows Wiser in Professionalization"; Thursday, "The Educational Secretary Grows Wiser in Skills", and Friday "The Educational Secretary Grows Wiser in Mental Health." Outstanding speakers and consultants will include Mr. Roy Hall, Assistant U.S. Commissioner of Education, Texas Education Agency; Dr. J. W. Edgar, Commissioner of Education, TEA; Mrs. Mary Alexander, President Texas State Teachers Association; a representative from NAES; and Mr. Bob Southerland, Chairman Hogg Foundation-Mental Health.

Evenings will be filled with entertainment or discussion groups (optional). Special social affairs will include an Open House, a boat trip on Lake Austin, style show luncheon, and for the first time an evening as guests at the TSTA headquarters. A surprise evening will be entitled "A Zest For Living," under the direction of Mary K. Ashmore of Houston, Texas. This will include a course on exercises, posture, and grooming hints.

The work conference will take place in the air-conditioned Driskill Hotel, so bring along a sweater! Pack sheer cottons for out-of-doors, casual sport things for the boat trip, exercise clothes for Mary K's class, and a hat for the luncheon.

Complete programs will be mailed out shortly. Should you need further information write to Mrs. Raydell Goggans, Gladewater Public Schools, Gladewater, Texas, who is the chairman.

Institute for Educational Secretaries, July 17-22, 1960

This institute will be held at the University of Arkansas, Fayetteville, in cooperation with The Arkansas Association of Educational Secretaries, The National Association of Educational Secretaries, through the Division of General Extension. Refer to complete program printed for your convenience. If you need further information write to W. M. Voss, General Extension, University of Arkansas, Fayetteville, Arkansas.

Did you know that Arkansas is called the "Land of Opportunity?" And the Institute is a rare opportunity to earn a semester hour credit, to tour the north-west area of Arkansas, make new friends,

add to your professional skills, and have a wonderful vacation to boot!

We were interested to find out that housing at the University Dormitories (two to a room) is only \$2.25 each per day; total cost of meals \$9.75, and tuition just \$15.00. With other activities total cost will be approximately \$50.00. Where else can you find a cheaper holiday?

You may also be interested in these facts—The University of Arkansas was founded in 1871. Its administration building is called Old Main and has been in use since 1875. It has an outstanding museum too.

We hear the Arkansas variety of southern cooking often includes charcoal broiled chicken. Also some boasts have been made about their smoked pork and fresh water fish!

Recreation is to be found in 13 state parks and two national forests. Many visitors are attracted to Eureka Springs (included in our tour) and Hot Springs yearly. Also included in the tour is the Diamond Cave, Mt. Gaylor. You may recall that Arkansas has the only diamonds mined in North America.

Need we say more?

**Institute for Educational Secretaries,
July 25 through July 29, 1960**

The Institute follows the convention, and is designed for secretaries and office personnel in education. Again, please refer to the complete program. You will see it is sponsored by the University Extension Service, University of New Hampshire, NAES, and the New Hampshire Association of Educational Secretaries. True to its New England background, the theme this year is, "Our Heritage and Expanding Horizons."

Do send in your registration early! The deadline is July 1. Tuition is \$25 and must be paid when registration is mailed. The University will fill classes in the order of receipt of registration. One semester hour credit will be awarded to those who meet requirements of regular class attendance.

Start now to plan your route. Whether you go by rail, bus, car, or plane you will find a warm welcome at the end of your journey. A wonderful institute awaits you.

An Institute Brochure may be secured by writing to the Conference Coordinator, University of New Hampshire, Durham, N. H.

The place, of course, is the University of New Hampshire at Durham. Elsewhere in this section is a complete program. Note the theme, "The Challenge of the 60's—Are You Ready?" If you aren't positively challenged after looking over the sessions and social events, then just read on.

New Hampshire is just made to order for an ideal vacation. The climate makes The Granite State a place exceptionally favorable (hay fever victims please note!) One-third of the state is over 2,000' above sea level. During July the normal temperature is 83° maximum and 55° minimum. So come with cool summer cottons, but pack a suit, a topper, and sweaters "just in case."

There is hardly a section of New Hampshire that isn't an ideal tourist area. It is a land of high mountains, picturesque lakes, swift rivers, and vast forests. It boasts of educational institutions, historic places, water sports, charming villages and towns, beach and ocean sports, and beauty spots galore.

With all this to find at the end of your trip how can you resist such a summons?

**Detroit Regional Conference,
Nov. 6, 7, 8, 1959**

Did they have a Conference in Detroit? You bet! From all accounts it was super—thanks to Merle Scheibner and her committee chairmen. 160 attended, including eight NAES Board members.

Open House on Friday evening was charmingly hostessed by the Michigan Association. Lorraine Parker and the MAES Executive Board greeted everyone.

The General Session speakers were excellent. Mr. Shout from the Detroit Edison Company gave the rules for communication, (1) use simple language, (2) use short sentences, (3) keep on the subject, (4) keep ideas in logical order.

"What has happened to the hat?" asked Mr. Lewis of General Motors, "Girls come in to apply for a job, with hose, heels, gloves, neat business-like suit—with a bubushka on their head! He was talking about the 85 traits that make a good secretary, but he gave us other ideas as well: General Motors finds that stenos will stay about 3.9 years, then they move on. They find that the older woman, being career-minded, stays longer, and holds her own with the 25-year-old. (Comfort, this, to some of us!)



Hermila and Lola, who do the painstaking job of applying mailing stickers to the covers of NES.

THE LATEST ON MEMBERSHIP . . .

by
LETHA E. WALTERS
Third Vice-President

NAES membership has reached 3047—short of our goal for 1960 but 269 over our 1959 figure. The goal set at the Executive Board meeting in St. Louis last summer was 3315. The honor roll will show where you stand. An asterisk represents the 1960 goal was reached.

There are 13 states who show gains over last year's membership: Arkansas, Colorado, Delaware, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Nebraska, New Hampshire, New Jersey, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, West Virginia and Wisconsin. The other 17 states have reached the goal set.

Actually, gains have been made but only about half of what was anticipated. What did we fail to do? What can we do to bring each state to maximum potential?

The story of NAES has not become a part of every educational clerk and secretary in our nation—we have not adequately sold the full worth of our organization. We can reach our goal in the next few months—IF each of us takes a look at ourselves and does what needs to be done to encourage membership in our own office—IF we believe in what we are doing and what we are saying.

To achieve professionalism, we must SEE professional; THINK professional; and ACT professional. We MUST be professional.

Our progress is the result of the efforts of our state membership directors for which we are deeply grateful. Unfortunately, some states have no director in spite of the many efforts to find a dedicated member of NAES in each state to serve the profession in this capacity. It is not too late to volunteer now. A minimum effort by lots of Nancy Nationals NOW will assure us of the modest gains anticipated in St. Louis.

NAES STATE DIRECTORS

ALABAMA:

Virginia H. Gregory
645 Maple Street
Fairfield, Alabama

ARIZONA:

Mrs. Glenna Whelan
3021 North 56th
Phoenix, Arizona

ARKANSAS:

Helen Welch
Route 1
Beech Grove, Arkansas

CALIFORNIA:

Mrs. Ruth Philippi
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COLORADO:

Miss Alice Eriksen
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CONNECTICUT:

Jean Molgard
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DELAWARE:

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MISSISSIPPI:

Mrs. Birdie Smith
4335 Jackson Highway
Jackson, Mississippi

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Mrs. Jean Fritsche
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St. Louis 21, Mo.

MONTANA:

Macine Martin
Great Falls High School
Great Falls, Montana

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Cheyenne, Wyoming

WASHINGTON:

Mary Donnell
1305 East 43rd, #210
Seattle 5, Washington

National Association of Educational Secretaries

(A department of NEA)

Membership Honor Roll 1959-60

Alabama★	Louisiana	Ohio
Alaska★	Maine	Oklahoma★
Arizona	Maryland★	Oregon
Arkansas	Massachusetts★	Pennsylvania
California	Michigan★	Rhode Island
Colorado	Minnesota	South Carolina
Connecticut★	Mississippi★	South Dakota
Delaware	Missouri★	Tennessee
Florida★	Montana★	Texas
Georgia	Nebraska	Utah
Hawaii★	Nevada	Vermont★
Idaho	New Hampshire	Virginia★
Illinois	New Jersey	Washington★
Indiana	New Mexico★	Washington, D. C.
Iowa	New York	West Virginia
Kansas	North Carolina	Wisconsin
Kentucky	North Dakota	Wyoming★

PROFESSIONAL STANDARDS PROGRAM

WHAT?

A voluntary program, established by the members to measure the quality of their individual services as educational secretaries

A balanced program, designed to meet the needs and reward the efforts of the diverse group that established it

A working program, offered as another step forward in meeting the identifying criteria of a professional group . . .

Achievement in the program is recognized by certificates awarded to members who complete required educational objectives, who have stated amounts of experience, and who participate in professional activities. Achievement in the program also indicates a common interest in Education and a personal acceptance of the Association's four-point program of Service, Information, Fellowship, and Recognition.

WHO?

Educational secretaries who maintain continuous membership in the National Association of Educational Secretaries
Educational secretaries are office personnel from all types of educational offices . . .

HOW?

Read carefully the brochure which you received this year when you paid your membership dues and study the chart listing the requirements for the nine grades of certificates

Get the application forms for the Professional Standards Program

Follow the procedure outlined on the instruction sheet with the forms

Return the application forms, with the application fee, to the Registrar of the Program (Observe the **May 15** deadline for certificates awarded next convention)

Attend the Convention and receive your certificate.

Co-chairmen of the Committee:

Miss Virginia Riley
Box 423
Mt. Vernon, Illinois
Mrs Martha S. Luck
Northwestern University
339 East Chicago Avenue
Chicago 11, Illinois
or

Registrar

Mrs. Mary C Lawrence
103 Lucky Street
Fayette, Missouri

Assistant Registrar

Mrs. Lila L. Foltz
1711 15th Street
Boulder, Colorado

Recognition of the program has come from two school systems. Last year, in Danville, Illinois the administration gave a salary increment to those secretaries who had obtained a Grade II certificate. And on July 27, 1959, the Auburn, Washington School District No. 408 adopted the following policy in connection with the salary schedule for Principals' Secretaries:

"The holder of a certificate under the Professional Standards Program of the National Association of Educational Secretaries shall receive \$5 per month in addition to any of the above stipulated salaries for each different certificate earned."

Mr. Hayes Holman, superintendent of the Auburn Public Schools, in reporting this action made this comment: "When this action was taken by our Board of Directors, the motion also included the following statement—'. . . This provision of the Secretaries' Salary Schedule would be subject to cancellation at any time the program became other than one of professional growth.' I am sure that it is the intention of your group to maintain the high standards you have adopted but, as an administrator, I would like to add my recommendation that you do not accomplish participation in the program by lowering the requirements."

The 1961 NAES Publication . . .

Take a Minute—Save an Hour!

The white snow was lazily down on the dusk-darkened streets as Martha Luck and Rachel Maynard waited at the bus station in Chicago for Dolores Orth to arrive on the Milwaukee bus. As the train from St. Louis rumbled toward Chicago, Amy Ruhland wondered if the snow would delay the arrival of the GM&O.

These four, the next morning, Saturday, March 26, dubbing themselves the "Brewing" committee, poured another cup of coffee and settled into the comfortable chairs in the living room of Luck's Lodge (Martha Luck's gracious home in Maywood, a suburb of Chicago). A NAES working committee was ready to work.

How It All Started

This is what had gone on before: At the NAES Annual Convention in St. Louis, in July, 1959, Amy Ruhland and Dolores Orth had been appointed Co-chairmen of the 1961 publication, which was to be a handbook on note taking and minutes. Amy was to use her organizing ability to complete the first work necessary to a new publication: the gathering of the basic material. Since Dolores had already planned a trip around the world in the summer of 1960, she would share her writing ability on the second part of the publication details: the actual writing and printing procedures. Martha and Rachel were chosen to lead the 1961 Publication Seminar at the New Hampshire Institute in the summer of 1960.

Following the St. Louis Convention, Amy had mimeographed and distributed to a group of eight or nine secretaries a questionnaire, mostly on Board Minutes. These secretaries had, in turn, sent the questionnaire to other secretaries in their regions, and had sent back to Amy a great amount of excellent and detailed information.

But there was also another response to this questionnaire. From those whose hands were not engaged in taking Board minutes came murmurs that this would be a narrow publication, not particularly interesting or useful to the NAES membership at large.

To change the original plans in light of these suggestions, to further encourage the Central Committee, to set a time schedule, to plan working procedures, these four NAES members had met in Chicago that Saturday in March.

How They Worked!

How the ideas flew around! Suggestions were jotted down on note pads only to be scratched off and re-worded. Dolores so lost count of the times she retyped the outline that at one point she merely coded the rough draft, "Next Attempt."

The "Minutes" idea was already pretty well stated. Any secretary could be called upon at almost any minute to take notes at a faculty meeting, a committee meeting, a meeting of a public gathering, an association meeting. Does she take these notes verbatim or does she merely record the actions taken? What form is used to write up minutes of each of these different groups? The outline below will give you an idea of the expansion of this section.

Marion Wood, the chairman of that most successful fourth publication, *PLAN YOUR WORK AND DO IT*, had written suggesting that since educational secretaries make all kinds of reports—verbal, written, formal, informal, short, long, in all kinds of situations from those in the school office to those when returning from a meeting—that the techniques of report writing would be useful. When the boss asks you, "Just why do you prefer this pencil in place of the other?" your answer is a report. So into the outline went a section on "Report Writing."

"Proceedings are different from Minutes or Reports," said Martha. "They are?" questioned Rachel and opened the dictionary—to report. So a section on "Proceedings" went into the outline.

"What about those little memos or notes you write to yourself to remind yourself not to forget?" said someone. "All notes to yourself must be dated with the day and year," added Amy. "Do you make carbons of telephone messages?" asked Dolores. Martha added the information that when she has asked by letter, a person to call

her or give her facts over the phone, she pulls out the carbon of that letter, makes notes of the telephone conversation on the bottom, dates it, and thus the transaction is filed, complete. A conversation with a parent about a student must be dated, written, and filed with the student record, so that what was said is not forgotten. This section is "Memos to Me and Thee."

Here welled up the theme for this publication: write it down; make notes complete; date them; pre-think, pre-plan; arrange or index for quick finding—in other words, take a minute now to save time and anguish later. To Martha Luck must go the red feather for the working title of the new publication: **TAKE A MINUTE—SAVE AN HOUR!**

The Outline

Look now, at this new outline:
Tentative Working Outline

1961 NAES Publication **TAKE A MINUTE—SAVE AN HOUR!**

I. ADMINISTRATIVE PHILOSOPHY OF MINUTES, REPORTS, NOTATIONS, etc.

- A. Purpose of each.
 1. Why do we need to take minutes, make reports, keep written memos and notes?
 2. What do we do with them?
- B. Policies to be set by the administrative group or organization concerned.

Examples of questions to be answered: Are minutes to be taken verbatim or are just the actions to be recorded? What legal requirements are needed in this state? Who can read the Minutes of an organization?

II. MINUTES

- A. Kinds
 1. Administrative boards
 2. Associations and organizations
 3. Conferences
 4. Committees
 5. Faculty meetings
 6. Interviews
 7. Public meetings
 8. Other
- B. Method of Operation
 1. Before the meeting, etc.
 - a. Agenda
 - b. Notices to those attending
 2. During the actual taking of the notes
 - a. Short cut methods of writing notes
 - b. Marginal notes
 3. After the meeting
 - a. Writing up notes
 - b. Editing notes
 - c. Form of finished material
 - d. Distribution
 - e. Indexing and reference

III. REPORT WRITING

- A. Why? (Purpose)
- B. Type
- C. How?
 1. Techniques of research
 - a. Using 3x5 cards
 - b. Coding and indexing
 2. Rough Draft
 3. Editing

4. Form of presentation
5. Typing suggestions etc. etc.

IV. PROCEEDINGS

- A. Purpose
- B. Method
 1. Before meeting or action
 2. During the meeting, etc.
 3. After the meeting, etc.
- C. Presentation and distribution

V. MEMOS TO ME AND THEE

- A. Purpose
- B. Types
- C. Examples, illustrations, taken from actual office scenes.

What else could you use in a handbook of this kind on the general subject of note taking, reports, minutes, memos, reminders?

Would you like to share your experience or ideas on the points listed in the outline? Would you tell how you do these tasks?

You would? You'd like to send in your two-cents worth? (Four cents worth, please, the cost of stamps has gone up.) How do you start?

Do you remember in the first chapter of **PLAN YOUR WORK?** NAES explains the use of 3x5 cards for all kinds of notes, counting, research, because cards are so easily used and so easily "sortable" into all kinds of combinations. (Yes, you might say NAES is "card minded.")

Here's How You Can Get in the Act!

Turn in your ideas, suggestions, examples, illustrations, on 3 x 5 cards, one idea to a card.

- (a) Your first card in any packet or mailing that you send will be the "source" card, containing Your name, Your address, and Your position.

Mrs. Dorothy House
Lincoln School, 13th and Oak
Glen Ridge, Utah
Secretary to the Supt.

- (b) Each succeeding card, then, will need to carry only your name in the upper left hand corner (for identification) and enough of the words from the outline in the upper right hand corner so that members of the Seminar class in New Hampshire can sort your ideas and remarks into the proper folder.

Suppose you have a suggestion about mailing out the agenda before the meeting of your local association:

House, D. II Minutes, B. Method, Agenda
 "I always mail the agenda to all members of the association one week before the date of the meeting. I always run a few extra copies on the ditto for those members who don't bring them to the meeting."

Will you send your 3x5 cards, a few, a lot, several or many, to Amy Ruhland, Co-chairman, 1961 NAES Publication, 8718 Eulalie Avenue, Brentwood 17, Missouri, before July 1, 1960.

Here's Something Else to Do!

Would you like to get your hands into the sorting and evaluating of the ideas and cards, into the actual discussion and deciding what is to appear in this new book? If so, would you like to participate in the 1961 Publications Seminar at the Institute in New Hampshire, July 25-28, 1960. This class will be in session during Class Period IV, 3 to 4 p.m., Monday through Thursday. The Institute brochure does not have a space for you to check for this Period IV, so if you'd like to join in the actual "doing" part of this publication, please send a post card to Rachel Maynard, College of Business, University of Arizona, Tucson, Arizona, before July 1, saying "Count me in," and giving your name and address.

The Time Schedule

The "Brewing" committee, fortified with many cups of coffee, talked through Saturday and Sunday, devised working plans, listed members of the Central Committee, listed a time schedule:

All basic material in by July 1, 1960

Seminar on Publications, New Hampshire Institute, July 25-29, 1960 *

Finish writing the book, October 15, 1960

Copy goes to National Education Association for layout, art work, etc., November 1, 1960

Roll the presses, May, 1961

First copies, June 1961

Presentation of the fifth publication to the Annual Convention Corvallis, Oregon, July, 1961.

Why NAES Publications Are So Excellent

Do you know why the publications done by your Association are so good?

First, they are written from the actual experiences of educational secretaries. They are not a re-hash of written practices in business firms.

Second, the ideas and suggestions fill an actual every-day need, can be used by any educational secretary in any educational office.

Third, they are written as the result of many ideas of many secretaries from all over the country, in many school offices. The suggestions are what many girls do, not just what one person thinks ought to be done.

Fourth, many of the suggestions for doing your job better, etc., have never before appeared in print. They're new!

Now, who is going to be first with a set of 3x5 cards for Amy? Who is going to be in the first seat in the Seminar class in New Hampshire?

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Constitution Revisions To Be Considered at 1960 Convention

Corinne Messenger, the Chairman of the Constitutional Revision Committee of the National Association of Educational Secretaries, presents the following suggestions for Constitutional Changes for Consideration at the 1960 Convention.

From the NAES Constitution, Article VIII:

"Amendments to this Constitution and to the By-Laws may be proposed in writing by any member to the Executive Board. Such amendment or amendments shall become a part of this Constitution when adopted at an annual meeting of the Association by two-thirds vote of those present, after due notice in writing has been sent to the entire membership, or, in case of emergency, by a two-thirds vote of written ballots returned."

This article, then, is the "due notice in writing" to the "entire membership" of NAES. These suggestions have been received from various sources and are not necessarily the recommendations of the Chairman or the NAES Executive Board.

These suggestions will form the basis of the discussions of the Advisory Council at the 1960 Convention in New Hampshire, and representatives of the Affiliated Associations, as well as the presidents of the Affiliated Associations, are urged to discuss them with members of their local and state groups and know what those groups recommend. Representatives should come instructed on their own group's wishes.

The Advisory Council will discuss these suggestions and present recommendations to the NAES membership at the Annual Business meeting on Saturday, July 23. Individual members of NAES who will vote on any changes should also be enlightened with pre-discussion before they attend the business meeting.

In order to make these changes as meaningful as possible, it seems desirable, in this article, to set forth a *suggested* wording of the section or article in the Constitution, and then to include several points of discussion.

In 1959-60, each member of NAES received, with her membership-acknowledgement-card, a copy of the NAES Constitution. Each NAES member is, therefore, ready to carefully consider these suggestions.

(1) Eligibility of Officers

In Article IV, a new Section 5, might concern itself with the eligibility of officers. It is naturally understood that officers must be members of the Association, but it is not set forth in the Constitution.

It has been suggested that Section 5 might read: "An officer in the National Association of Educational Secretaries must be a member in good standing of the Association; a member of the Professional Standards Program of the Association; and also, a member of the National Education Association."

Questions to discuss:

- (1) What is "a member in good standing"?
- (2) Should a National officer have had any previous experience on a National committee, institute, etc.?
- (3) What is a definition of "a member of the Professional Standards Program"? Does this necessarily mean that a person who holds a certificate would also have the leadership potential to be a National officer? What if a girl has just enrolled in the PSP but has not completed her certificate? Would this exclude her from consideration for a National office?
- (4) Many girls who accept a place on the National ballot are already members of NEA. What would happen if an excellent candidate could not afford to belong to NEA? On the other hand, NEA is our parent-organization, and for NAES to be a department of NEA, each member of NAES, should also be a member of NEA! What would happen to

NAES if we really enforced "Membership in NEA as a qualification to membership in NAES"?

Each of the phrases in Section 5 merits your very careful and thoughtful appraisal. A member of this year's NAES elections committee observed that we have enough trouble finding outstanding secretaries to accept places on the National ballot without adding additional qualifications. What do you think?

(2) Advisory Council

The suggestion has been made that Article V, Section 2, which says that the Advisory Council shall consist of one member for every 20 National members, should be changed:

"There shall be an Advisory Council composed of one member for every affiliated group based on payment of dues for the group. Affiliated groups may have, in addition to the first member, one additional representative for every 20 members they have in the NAES."

Or, here's another wording:

"There shall be an Advisory Council composed of one member from every affiliated group, and in addition to this one member, additional representative for every 20 members they have in NAES."

Or: . . . "an additional representative for every 30 NAES members."

Or: . . . "and in addition a State affiliated group shall have an additional representative for every 20 NAES members . . . 30 NAES members . . . 40 NAES members."

Questions:

1. Should there be standards for an affiliated group to be affiliated?
2. Should this be changed to read ". . . one member for every affiliated group in good standing . . ."
3. What would good standing mean? Payment of affiliation dues by October 1 of each year? If National officers should be members of NEA, should elected officers of state and local associations be members of NAES?
4. The question has often been asked, "Why doesn't NAES have more control over the affiliated groups? Why aren't the names and addresses of the new officers reported early in the year? Why don't the affiliated groups have unified dues: local, state, and National?"

5. Yes, why?

6. There are now 150 affiliated groups. If this suggestion goes into effect, how many would be at the Advisory Council meeting each year?

7. Should the representatives of the Advisory Council function throughout the year? Should they be the liaison between National and affiliated group? How could this become so?

8. NAES has established a system of NAES State Directors. What is their relationship between the associations and NAES?

9. Is this the year for the Advisory Council to start a year-long discussion on the status, duties, etc., of the affiliated associations?

(3) Annual Meeting

The third suggested revision has to do with the time of the Annual Convention.

Article VII, Section 1, now reads: "Meetings of the National Association of Educational Secretaries shall be held annually in conjunction with the NEA convention and at such other times and places as shall be determined by the Executive Board."

In actual practice, because of the difficulty of scheduling hotel rooms, meeting rooms and because the time of the NEA Convention is too early for most educational secretaries, the NAES Convention has been scheduled for a later date, and NAES has held a Department meeting at the time of the NEA Convention. See other pages in this magazine for a listing of the NAES Department meeting in Los Angeles in June.

Should this section be changed to read: "The Annual Convention of the National Association of Educational Secretaries shall be held at such times and at such places as shall be determined by the NAES Executive Board; all other meetings shall be held at such times and at such places as shall be determined by the Executive Board of the NAES."

Article V, Section 1 now reads: "The annual dues of each member shall be \$4.00 payable to the Treasurer on October 1."

Questions:

1. Shall we, in 1961, change these to \$5.00?
2. Should we consider a dues change "at least" every five years?

3. How much do you pay other associations you belong to?
4. Other "good things" have risen in cost? Should your membership in NAES?

The President of NAES, Mrs. Rachel Maynard, College of Business, University of Arizona, Tucson, Arizona, and the Chairman of the Advisory Council, Miss Edith Hammond, Office of Supt. of Schools, Hampton, New Hampshire, would surely appreciate your comments, suggestions, etc., on these proposed changes.

Will each of you planning to attend the National Convention please come with the instructions of your local or state group on these issues?

Here are a few handy hints:

Pick up broken glass: Use a dampened cleansing tissue—it gets all the fine particles.

Removing fat from soup: Twist an ice cube in a cloth and dip it into the soup pot. Fat gathers on cloth. (Can also be tried with tissue.)

Peel tomatoes easily: Dip them into boiling water for 10 seconds—the skins come off easily.

Slow burning candles: Candles will burn evenly and slowly if kept refrigerated 24 hours before lighting.

Eliminate noisy ticking: Cover a noisy watch or clock with a tumbler—it will be seen and not heard.

—From the Sunshine Magazine

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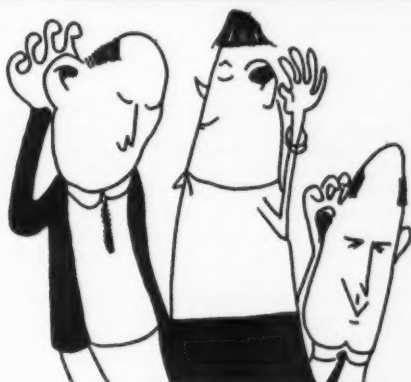
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"Letters! We've got letters!" And here are some of the questions you have asked us:

WHAT ARE OTHER STATES DOING ABOUT STANDARDS, CERTIFICATION AND SALARY SCHEDULES ON A STATE LEVEL?

To find out what is being done on a *state level* in the field of professional standards, certification and salary schedules for the educational secretary, "Listening-In" mailed 36 questionnaires to the 35 affiliated state associations and the District of Columbia. The most remarkable thing about this survey is that 36 replies were received. We thank the affiliated groups for their cooperation.

A summarization of the results of the

survey is shown by the accompanying table.

Of the 24 states reporting no activity, 3 implied that state control of either employment requirements or salaries would be a definite handicap and that both questions should be settled by local boards of education in a way best suited to local needs. The thought was expressed that state-set standards for employment or a state salary schedule would lower the

standards and salaries already established in some districts.

Civil Service

New York State operates under New York State Civil Service regulations, though some larger districts such as New York City, Long Beach, etc. have their own local Civil Service plans. The New York Association of Educational Secretaries has been endeavoring for the past two years to draw up and present to the Civil Service Commission recommendations for revisions of titles and more realistic qualifying examinations. Conditions of employment vary so in different parts of the state that the Association is having difficulty in accomplishing its objective.

District of Columbia educational secretaries are under Federal Civil Service and follow the same salary guide as is used for District of Columbia government employees.

California, Colorado, Connecticut, Illinois, Maryland, Massachusetts, Minnesota, New Jersey, Ohio, Oregon, Virginia and Wisconsin report local civil service in effect in some areas.

(Editors' note: We have been asked to explain what we mean by "local civil service in effect in some areas." We have been asked the question, "How much?" We are stumped. We do not know. Many of the state associations are not in a position to tell us just how widespread local civil service may be in that particular state. However, we do know that in some states, the clerical employees in the Department of Education are under State Civil Service together with the State clerical employees. Sometimes the county office secretaries are included in this group. In other cases the secretaries in the county offices are included in a civil service plan that includes all county employees. In individual municipalities non-professional school employees may be included in a municipal civil service plan which also covers municipal employees; or there may be a plan that covers local school district employees only. The plans differ. Some include pension benefits; some do not.)

Maine

In order to keep up with the Law of Supply and Demand, Maine has had to

drop the requirement that educational secretaries hold teaching certificates.

Florida

Mrs. Adelaid Kenyon, President of the Florida Association of Educational Secretaries, reports as follows:

"Florida operates county-wise. Job classifications, personnel requirements, salary schedules, etc., are set by the individual counties."

Pennsylvania

Pennsylvania has been working about 14 years on Certification. The present certification bill was defeated on the third reading and sent back to the Education Committee. The Pennsylvania Association of Educational Secretaries plans to be right there with their bill when the 1961 Legislature convenes.

From Mrs. Helen Jayne Hudson, past president of the Pennsylvania Association, comes the following information regarding the content of the bill.

The bill provides that "a State Council of Education shall establish standards for the certification of educational secretaries. The Superintendent of Public Instruction shall issue an educational secretary's certificate to every person who presents to him satisfactory evidence of good moral character and of meeting the standards established by the State Council."

The Pennsylvania Association followed these steps in getting its bill before Legislature:

1. The attorney for the Pennsylvania Education Association wrote the bill after consultation with the Secretaries Association representatives.

2. After deciding that the bill should be presented in the House rather than in the Senate, four sponsors (bi-partisan) from the House were obtained.

3. The Secretaries Association then put on a concentrated campaign of lobbying, letter-writing, personal calls and visits on the part of the members to their representatives in the State Legislature.

The bill was held in the Education Committee for a long time. Finally it passed first and second reading in the House, only to be defeated on the third reading and passed back to the Education Committee.

In her reply to the questionnaire, Mrs.

Hudson has emphasized the vital importance of the help given by the Pennsylvania Education Association both in the writing and presentation of the bill and by its continuing encouragement of the Pennsylvania Association of Educational Secretaries.

A hint for prospective bill-writers: Mrs. Hudson states that the four sponsors and many of the House members liked the bill because "it wasn't lengthy and didn't ask for money."

For further information on the methods used by the Pennsylvania Association in preparing its bill and on the bill itself, please write to Mrs. Helen Jayne Hudson, Allegheny Vocational High School, North Lincoln and Galveston Avenues, Pittsburgh 33, Pennsylvania.

Delaware

At present Delaware has three classifications of educational secretary. These classifications are defined by state law and salaries are set in accordance with a state-prescribed schedule.

The following information is taken from a bulletin issued by the Delaware Department of Public Instruction.

1. *Certified Senior Secretary* (at present limited to one in each school district)

Job analysis: Has the responsibility of the office. Has responsibility for all book-keeping for the school district. Takes and transcribes stenographic notes on important administrative matters; analyses correspondence for reply and prepares replies to correspondence not requiring the attention of a superior; responsible for placing and receiving telephone calls; interviews callers; gives and receives information; arranges appointments; performs related work as assigned; helps to maintain good public relations within the school and between the school and community.

Certification: Certificate issued for three-year period. Applicant must be a high school graduate, and a graduate of an accredited business college in the general secretarial course, or equivalent. She must have had five years' experience as a school secretary or senior secretary.

The certificate may be renewed at the end of three years on successful experience, plus the equivalent of six semester hours of additional preparation.

Salary schedule: (same as non-degree teacher)

Yrs. of Exp.	Annual Salary
0	3,200
1	3,300
2	3,400
3	3,550
4	3,700
5	3,850
6	4,000
7	4,200
8	4,400
9	4,600
10	4,700
11	4,800
12	4,900
13	5,000
14	5,100

If an applicant falls short of the requirements stated above, provisional certificates may be granted under certain conditions with a deduction of \$200 from the regular salary schedule.

2. *Senior Secretary*

Job Analysis: The job analysis for the Certified Senior Secretary applies to the Senior Secretary, modified to meet the requirement of the position which she holds.

Certification: No formal certificate issued. Must meet same employment qualifications as Senior Certified Secretary, but need not meet the requirement of 6 semester hours of additional training every three years.

Salary Schedule: Minimum monthly salary with no experience, \$200. Yearly increases at the rate of \$10 per month for each year of experience to maximum of \$350 per month.

3. *Secretary*

Job analysis: The secretary, under supervision, takes and transcribes dictation of routine office memoranda, letters, bulletins, etc.; cuts stencils, performs routine typing; proof reads typed materials and is responsible for correction of errors; performs routine filing duties and keeps simple records; performs related work as assigned.

Certification: No formal certificate. Must be a high school graduate.

Salary schedule: Minimum monthly salary with no experience, \$185. Yearly increases at rate of \$10 per month for each year of experience to maximum of \$325 per month.

TABULATION OF SURVEY RESULTS

Reporting no activity	Exploratory Work being done, committees functioning	Requirements set by counties	State Salary Guide, no certification requirements	State require- ments for employment No sal. guide	Bill before Legislature	State Cert. & Salary Guide	Civil Service	
							State	In Local Areas
Ariz. Ark. Calif. Col. Conn. D. of C. Ind. Iowa Kans. Ky. Md. Mass.	Georgia Illinois New Jersey No. Carolina Oregon Texas Virginia	Florida	So. Dakota	Maine	Pennsylvania	Delaware	New York (Dist. Col.)	Calif. Col. Conn. Ill. Mass. Minn. N. J. Ohio Oregon Va. Wis. Md.
24								I

New certification requirements are being drawn up by a committee appointed by the State Director of Certification, Department of Public Instruction. The new requirements provide for the certification of the senior secretary and eliminate the provision that there can be only one Certified Senior Secretary to a district. The Committee makes this recommendation feeling that "this change will prompt secretaries to take advantage of the courses designed to broaden their interests and promote better esprit de corps within the group."

Courses can be taken through the University of Delaware Extension, at any college, or at the Goldey Beacom School of Business.

Additional information regarding the present program may be obtained from the President of the Delaware Association of Educational Secretaries, Miss Dorothy V. Jackson, Mount Pleasant Special School, Washington Street Ext. and Marsh, Wilmington 3, or from Dr. Ruth Lloyd, Director of Certification, State Department of Public Instruction, Dover, Delaware.

Copies of pending salary bills may be obtained from Mr. Charles Harris, Executive Secretary, Delaware State Education Association, 113 South Bradford Street, Dover, Delaware.

Space limitations prevent us from describing in detail work now being done in Georgia, Illinois, New Jersey, North Carolina, Oregon, Texas and Virginia. If you wish further information on how these seven states mentioned in this article, please write the Associate Editor, Miss Wilma R. Haight, 28 Hillside Avenue, Glen Ridge, New Jersey.

CAN YOU GIVE US SOME TOPICS FOR DISCUSSION AT OUR MEETINGS AND WORKSHOPS?

Under the direction of Florence L. Franzen, First Vice President and Program Chairman, the Connecticut Association has conducted a poll to see what topics for discussion would meet with the most favorable response from the membership. Replies indicated general interest in the following:

Psychology for Educational Office Employees.

What makes you Tick—Self Evaluation.

Highlights of English for School Secretaries.

Passport to Beauty — beauty secrets, what makes a well-dressed woman; inventory of you, accessory magic, correct way to walk, sit, etc. Demonstration with accessories and tips on sewing.

Ceiling Unlimited—panel. Effective writing, how to look your best by telephone, your speech is showing, what your Principal thinks of you.

What School Administrators Expect of Their Secretaries—panel.

Juvenile Delinquency. Reasons some youngsters get into trouble and how we may be able to help. Speaker from juvenile court.

School Secretaries and Public Relations.

The Woman in the Glass. Reminding us of the tremendous influence we have on others by our attitudes and actions.

Talk by an exchange student on education in his country.

Professionalism in Secretarial Work.

Where is It? Office procedures and management.

Stress and Strain and what to do to Ease Them.

Reading for Speed and Comprehension.

A Trip to Hawaii. Film presented by one of the airlines plus all the trimmings. The Public We Meet.

Other topics which were listed on the questionnaire but received little or no response:

Effective Communication.

Education for Everyday Living.

Take a Letter: letter and memo preparation.

The United Nations' Work in Education. Artistic Bulletin Boards and Paper Sculpturing.

Information on the NAES Professional Standards Program.

Slides from NAES on "File it Right."

Meet Your Professional Associations.

Suggestions written in:

Getting your work done despite interruptions.

Classification of educational office work and salary scales.

Parliamentary procedure.

HAVE YOU ANY INFORMATION ON A SUCCESSFUL SCHOLARSHIP PROGRAM?

An efficient scholarship program is one of the best ways of encouraging secretarial recruitment and insuring high work standards for beginning secretaries. Scholarship

programs range all the way from the award of a prize to an outstanding commercial student to the payment of the tuition for such a student at a secretarial school or business college. In most instances, scholarship programs are financed by special fund-raising events such as bridge parties, sales, fashion shows, etc.

An outstanding example of a well-set-up program is the

Pittsburgh Association Scholarship Plan

The first scholarship to a June graduate of a Pittsburgh Public High School was granted in June, 1957, for one year at the Grace Martin Business School. It was granted to a girl who had outstanding qualifications, who made application to the Association at the time specified, and who agreed to accept employment as an educational secretary for one year if such employment were offered her. At present there are two scholarship winners completing their courses in June and ready for appointment to the Pittsburgh schools in September, 1960.

Each year the chairman of the scholarship committee secures permission to continue the program from the President of the Grace Martin Business School, the First Associate Superintendent of the Pittsburgh Public Schools, the Director of Personnel and the Assistant Director of Personnel. The plan is carried out with the assistance of the Director of Guidance and the High School principals. The applications are reviewed by the President of the Grace Martin School and by members of the Association Scholarship Screening Committee. The Assistant Director of Personnel is automatically a member of this committee.

After the winner is selected, she is invited as a guest to the next Association meeting and formally presented to the membership. Her name is also announced in the next issue of the Pittsburgh Association newsletter, "Keyboard Capers."

Inasmuch as the scholarship winner has agreed to accept employment in the Pittsburgh schools, she is invited to attend all Association affairs beginning the following September as a supplementary indoctrination course in the work of the educational secretary.

For further information as to how the scholarship program is carried on, forms used, and methods of screening applicants,

write Mrs. Josephine Cooper, President of the Pittsburgh Association, Baxter Elementary School, Brushton Ave., at Baxter St., Pittsburgh 21, Pennsylvania.

(Thanks to Kay Mitchell and Betty Kieffer for helping us with the foregoing article)

HOW DO I GO ABOUT SETTING UP A PANEL DISCUSSION?

(An interview with Past-NAES-President, Emma Castner, of Washington, New Jersey)

Many chapters, indeed whole handbooks, have been written covering the subject of panel discussions. In the following article we will attempt to outline the basic requirement for conducting a meeting of this type.

Selection of a topic:

The topic should be of interest to the entire group and one that will lend itself to a "pro and con" discussion. Problems, not topics, form the basis for lively, spontaneous debate. Discussion of a topic on which there is no disagreement, no conflict of ideas or opinion, soon becomes monotonous.

Selection of Panel Members:

Panel members must have comprehensive knowledge of the subject so that they may discuss it with authority. Conflicting or diversified points of view will automatically stimulate discussion.

A panel consisting entirely of secretaries can prove to be a bit dull as often there is not sufficient divergence in viewpoints.

A panel made up entirely of guest experts can be very good, especially if the audience is given the opportunity to participate and question the conclusions of the panel.

Perhaps the happiest combination is a panel composed of both experts and secretaries. A superintendent of schools, a principal, a board of education member and an intrepid secretary or two should assure varied points of view.

Chairman or Moderator:

The moderator is the most important person on the program for she must present the problem, tie the discussion together, keep it going, prevent it from be-

coming overheated, and finally, make a brief summary of the discussion and conclusions reached—if any.

She must be a person with experience at presiding and must have a general knowledge of the subject being presented.

Before the meeting:

1. Plan and think through all areas of the topic under discussion. Prepare a clear and interesting outline of the problem or problems and give assignments to panel members who seem best suited by knowledge and experience to discuss certain areas.

2. Brief the entire panel by letter with a general outline indicating time allotment for discussion, and arranging for a meeting just prior to the program so that the members may become acquainted. This procedure will prevent duplication of discussion presentation.

(After talking with her panel, the chairman or moderator may find it advisable to assign to one member the role of "Conscientious objector," thus insuring a provocative discussion.)

3. Notify the general chairman of the meeting of what is needed in the way of table, chairs, public address system, etc. Check on these arrangements the day of the meeting.

At the Meeting:

1. Introduce the panel members.
2. Present the problem briefly.
3. Tell the audience how and when it will have a chance to participate. Get the panel and the audience relaxed by being relaxed yourself. Become a member of the group.
4. Lead the discussion. Keep it going.
5. Be prepared to present additional problems concerning the topic if time permits.
6. Call for audience participation.
7. Make a brief summary, if needed.
8. Close discussion by thanking panel and the audience for their contributions.

After the Meeting:

Thank the panel members personally. Also see to it that they are thanked by a letter either from you or from the chairman of the meeting or conference in which they have participated.

WHAT'S NEW IN MEMBERSHIP CAMPAIGNS?

(Reported by Mrs. Margaret Savage, Southwest Regional Reporter.)

Persistence and ingenuity mark the campaign of Mrs. Lois Esther, Membership Chairman for the Scribes of Norwalk-Lamirada City School District, Norwalk, California. Starting in August, Mrs. Esther began distributing clever, eye-catching notices about membership in Scribes. The first thing distributed was a brochure giving a brief history of Scribes and enclosing a membership blank. The response was good, though the replies were mostly from "old timers."

Then followed a little notice showing a secretary with her head in a bureau drawer and the caption, "Looking for your Scribes Membership Blank?"

The third missive was a little bird sitting on a typewriter, chanting, "It's ti-ti-time to JOIN." It went on to say, "Cough up that 2 bucks and join Scribes today." The latter sentence was illustrated by a cartoon of an ostrich with a lump (\$\$) in his long throat. This reminder ended with the words, "You'll be glad you did—when you do!"

Shortly after the first of the year those laggards who had still resisted the call received a notice of a "BIG CLEARANCE SALE" along with the message, "We'll be looking for YOU to take advantage of our BIG first of the month clearance sale on all SCRIBES MEMBERSHIP CARDS! Special Price: \$1.99 plus 4 mills (4 mills equal one cent). Regular price: \$2.00 (no mills). Don't miss this BIG once-in-a-lifetime opportunity! Send in the enclosed membership blank and make sure a Scribes Membership Card will be reserved for YOU!"

In February this Valentine went to the few procrastinators left: "Roses are red, violets are blue, You need Scribes, Scribes needs YOU!"

The last item was a "Notice Regarding Scribe's Notices," with the first sentence reading, "Please notice this important notice about Scribe's notices." The message was information as to the number of Scribes now on the rolls, the number of hold-outs, and ended "I sincerely hope you will take notice of this notice."

ANY MORE FUND RAISING IDEAS?

Yes, a few that came in just too late to be included in the February issue. (Reported by Kathryn Hutcherson, South East Region reporter)

For the past two years the Secretaries Association of the Public Schools of the District of Columbia has conducted a raffle, the prize being a \$100 Savings Bond. Raffle books are printed and distributed to secretaries in April. The drawing is held at the Association's June dinner meeting.

Chances sell for 25 cents each or a book of five for \$1.00. Each member of the Association is given five books initially and may secure more if she needs them. The member who sells the most books of chances receives a prize of \$10, while the girl who sells the winning chance receives a bonus of \$5.00.

The first raffle netted enough money to pay the prize plus all the expenses to send a delegate to the NAES convention in Boulder, Colorado, for two weeks. The second raffle paid the prize plus part expenses for two delegates to the National Convention in St. Louis for one week.

(Note: Before planning a raffle for your association, make absolutely certain that such a program is not in conflict with local ordinances or state laws.)

To raise funds to send members to workshops and conventions the Richmond (Virginia) Association of Educational Secretaries conducts Operation Fruitcake and Operation Jewelry. Approximately \$100 was raised by the pre-Christmas sale of fruit cake.

A 25% profit on the sale of original, hand-made ceramic pins and earrings increased the fund still further.

Richmond secretaries are not permitted to solicit orders from their schools. The project is entirely ex-curricular.

(Reported by Tom Langston, South Central Region Reporter)

For each of four years the Texas Educational Secretaries Association has invested \$500 in a fund that is federally protected (FDIC). The Association now has \$2,000 invested. Most of the time the investment has paid 4 per cent dividends, paid semiannually. The fund has already earned a return of \$220 and at 4 per cent

would now pay \$80 each year. The money so invested can be withdrawn at any time, though legally a 30-day notice is required.

THE PHILOSOPHY OF THE COFFEE BREAK

Winnie Bolinger
Eugene, Oregon

The Coffee Break is a much-maligned practice, cartooned and lampooned almost as incessantly as the proverbial mother-in-law. We firmly believe a well-ordered period, systematically practiced, can provide not only rest and relaxation for the employees but is time spent profitably for the district itself. Dividends in higher morale and better understanding can be the result if the Coffee Break is efficiently planned.

What better time, when all are relaxed and at ease, than to ask that question long held in abeyance, the question not important enough, perhaps, for a scheduled conference, but still nagging there in the back of the mind, to be brought forth "sometime when things aren't so hurried," or when the "boss isn't tied up."

This, of course, presupposes employee and boss are having Coffee Break together, and is applicable in many situations both small and large. No matter how large the organization, employees and immediate superiors can be together at this most important time of the day if physical facilities are supplied.

Coffee Break is the time to pull the pictures of the grandchildren from the wallet, to tell grandiose stories of fishing exploits and to exchange innumerable bits of office gossip. These fascinating minutia of information will most surely be imparted anyway, so legalized telling saves many steps and repetition of the same story.

But far more important than the baby's latest tooth or the two-year-old's newest hair-raiser is the opportunity in an easy, comradely atmosphere to speak more freely than at any other time. This is a time to drop the mantle of formality and let individual personality find free expression.

This is the time when the disgruntled employee finds to his amazement that "Old J.T. isn't such a bad guy after all," or maybe the boss finds out that a clerk who had

become "an old sourpuss," had a wife in the hospital with three kids at home to care for until she returned.

The Coffee Break is not just for the cup of coffee. One cup can be nursed along indefinitely and still be three-quarters full at the end of the break. But it is for the exchange of ideas which can be done in just this particular way at no other time.

Used intelligently, the Coffee Break is an asset which rejuvenates and revitalizes the staff and we're for it. We skip the coffee in the morning and thus have a little longer time in the afternoon. Many things are accomplished during this session. How about another cup?

HANDBOOKS FOR NEW EMPLOYERS

School districts considering the publication of handbooks for new clerical and office employees will be interested in the booklets recently published by the Minneapolis and the Des Moines Public School Systems. Both handbooks cover information on attendance, vacation, sick leave, leaves with pay, leaves without pay, salary payment and classification, and miscellaneous items such as personal injury, general employment provisions, benefits and privileges, and civil service status (Minneapolis).

SO YOU ARE THE NEW CLERK WITH THE MINNEAPOLIS PUBLIC SCHOOLS was prepared by a committee headed by Mrs. Elizabeth Stocke, Supervisor of Clerical Services, under the direction of Dr. Frederick W. Hill, Assistant Superintendent in Charge of Business Affairs of the Minneapolis Schools. Copies of the booklet may be obtained from Miss Lorraine Hagglund, Henry High School, 2020 43rd Ave. North, Minneapolis 12, Minnesota, at a cost of 50 cents to cover mailing costs.

YOU AS A CLERICAL EMPLOYEE OF THE DES MOINES PUBLIC SCHOOLS is a joint project of the Personnel Office and a committee from the Des Moines School Belles under the chairmanship of Mary P. Sullivan. Copies may be obtained

by writing to the Personnel Office Des Moines Public Schools, 1800 Grand Avenue, Des Moines 14, Iowa.

For a writer to express his own personal opinion in a news report is a violation of one of the cardinal rules of good reporting. We admit our guilt, and just because we like them, we quote below two paragraphs from the booklet, **SO YOU ARE THE NEW CLERK WITH THE MINNEAPOLIS PUBLIC SCHOOLS.**

"Whatever your particular job assignment may be, it is important. It serves a necessary function, and deserves to be done well. Literally thousands of persons will be affected by the way your job performance is related to the total team effort. Good work helps everyone, and poor work would soon cause difficulties to others.

"You will be most helpful if you have a clear-cut understanding of your specific assignment and responsibilities. You should know to whom you are immediately responsible, and how your particular job fits into the total scheme of operation. Ask many questions. Understand the reasons for the work you do. Make suggestions for improving procedures and routines of operation. Accept your assignment as a challenge to your total capabilities, and as an opportunity to earn increased responsibilities."

COUNTY DIRECTORY

A three-way indexing of county educational secretaries has been compiled in a neat little 4" x 5½" directory by the Lower Bucks County (Pennsylvania) Association of Educational Secretaries. The directory lists each secretary alphabetically by school district, giving home address, phone, and business address. This listing is followed by instructions on "How to Locate Someone in Each District." The third section lists each secretary alphabetically, showing page number on which detailed address, etc. may be found.

The directory is kept up to date by a list of "Directory Revisions" appearing in each issue of the Association newsletter, *The Lower Bucks School Belles*. The directory was compiled by a committee headed by Miss Joyce Curry of the Delhaas Joint-Bristol Township District, John Fitch School, Greenbrook Drive, Levittown, Pennsylvania.

QUESTIONS PINPOINT ORGANIZATION'S TROUBLE

(from *THE DETROIT NEWS* of August 4, 1959)

Question: Our association is bogged down in endless meetings and fund raising that produces more effort than funds. We need a fresh start. How can we get it? Mrs. G. T.

Answer: Several business management engineers belonged to a group that had similar problems. They put six questions to key leaders. Answers to these questions may pinpoint the trouble in your organization.

1. WHERE DOES THE ORGANIZATION WANT TO GO? A group should agree on specific, ultimate goals. It should organize to achieve them. Definite objectives allow problems to be seen before they engulf a group.

2. IS IT CLEAR WHO IS IN CHARGE? Lines of authority should be straight and clear. If they aren't, disputes may arise between bodies that share authority. The buck may be passed to dodge hard decisions.

3. IS THE LEADER OVERLOADED? Leaders must be many-talented men. But some groups burden leaders so heavily no one talent is used to good advantage. Perhaps too much of your chairman's energy is going into getting chairs set up before meetings, having the hall swept afterward. In a well-run organization, the leader concentrates on his prime duty: Leading sub-leaders.

4. DO COMMITTEES PRODUCE RESULTS? A committee should get action efficiently, more effectively than could an individual or the organization as a whole. It should: Have clear instructions on its authority, responsibility; be composed of people who bring diverse viewpoints to it; have every member's participation; have something specific to accomplish by a certain time.

5. DO MEMBERS VOLUNTEER FOR DUTY, OR DUCK OUT? If volunteers get well-defined jobs, clearly related to accepted goals, they usually work willingly. They need the satisfaction of doing needed jobs, getting recognition and thanks for them.

NINE WAYS TO GET MORE OUT OF YOUR READING

(The following article is taken from a talk given at a District Meeting of the Iowa Association of Educational Secretaries by Dr. Guy Wagner, Director of the Curriculum Laboratory, Iowa State Teachers College.)

1. GET SOME THUMB MARKS ON SEVERAL TOP-LEVEL WORD BOOKS. In one sense the dictionary is the most exciting book in the world, for within it are all the words which symbolize man's experiences, his communication wishes, his hopes, and his dreams. Recommended word books are: (1) Webster's *New Collegiate Dictionary*, (2) Thorndike's *Secondary School Dictionary*, (3) Hutchinson's *Handbook for Secretaries*, (4) Gregg Publishing Company's *20,000 Words Spelled, Divided and Accented*, (5) Roget's *Thesaurus*, (6) Rodale's *The Word Finder*, and (7) Basesu's *The Word Bank*.

2. CONCENTRATE ON WHAT YOU ARE READING. Concentration is the one indispensable ingredient in effective reading, for as William James says, "Attention is the first and fundamental thing in volition." And without the *desire* and the will to give strict attention to one's reading, it is unlikely that much, if any, of consequence will be taken from the printed page.

3. BUDGET TIME AND MONEY FOR READING. A systematic plan for purchasing desirable reading materials and an equally systematic pattern for budgeting reading time is a reading insurance policy of priceless worth in terms of personal satisfaction and growth.

4. SHIFT GEARS ACCORDING TO TYPE OF READING MATTER. The reader who learns to *pace* himself in relation to the type of reading matter has acquired a major reading trick. Shifting reading gears means that little time is wasted with light reading matter while the heavier, thought-provoking reading will be given enough time for understanding, reflection, and digestion of the ideas.

5. PRACTICE JUDGING THE MATERIAL READ. Confucius has said that "Learning without thought is labor lost; thought without learning is perilous." The good reader is constantly asking himself whether or not the material is true, if it is of doubtful truth, or only a half-truth. Also, whether it is significant or

insignificant. The reader who is unable to evaluate the importance and pertinacity of his reading is somewhat like an uninformed child called upon to judge the merits of great works of art.

6. SHARPEN UP YOUR PROOFREADING (Use the triple-barreled approach) One of the most complex as well as important types of reading is that of *proofreading* (which requires a specialized group of techniques). The art of proofreading is really a triple-barreled job, for if it is well done there must be proofreading for thought, proofreading for organization, and proofreading for mechanics.

7. BECOME AN EXPERT ANALYST OF NEWSPAPER CONTENT. The efficient newspaper reader recognizes the great variety of types of reading in the typical newspaper and devotes his time in large measure to those sections of greatest sociological import and highest value in terms of personal development.

8. USE YOUR READING TO BECOME AN EXPERT IN CERTAIN FIELDS OF INTEREST. Through intensive reading in a given field the reader may develop a personal authority which causes others to seek and respect his judgement in this field.

9. RECOGNIZE THAT "WHAT ONE READS" PROFOUNDLY AFFECTS PERSONAL GROWTH. "Bibliotherapy" is a term used by psychologists and professional librarians in suggesting that certain books may have valuable therapeutic value. In other words, it seems possible that selected books may develop serenity, courage, and the like. We may well ask ourselves what sort of reading matter was available to people who live satisfying and fruitful lives and, in turn, what books were read by those for whom life has been a disappointment—and who often, in return, are a disappointment to the world in which they live.

FOR YOUR BOOKSHELF

THE ELEMENTS OF STYLE by William Strunk, Jr., Revised by E. B. White. Macmillan. \$2.50

Do you go to work with your participles dangling? Do people say your sentence structure is unbalanced? You can forestall such calumny by seeing to it that a copy of THE ELEMENTS OF STYLE, by William Strunk, Jr., revised by E. B. White, is handy upon your reference shelf.

The book is a "must" for any man, woman or secretary who writes business letters, minutes, reports, term papers, articles, etc. Divided in five sections, this little volume gives in a delightful and readable way (1) The Elementary Rules of Usage, (2) Elementary Principles of Composition, (3) A Few Matters of Form, (4) Words and Expressions Commonly Misused and (5) an Approach to Style with a list of reminders.

In his introduction to the revised edition, E. B. White comments, "All through THE ELEMENTS OF STYLE one finds evidences of the author's deep sympathy for the reader. Will (Strunk) felt that the reader was in serious trouble most of the time, a man floundering in a swamp, and that it was the duty of anyone attempting to write English to drain this swamp

quickly and get his man upon dry ground, or at least throw him a rope."

The ultimate aim of the writer is to get his point across to the reader; therefore, his primary concern is clarity. Each of the five sections mentioned above contributes to the achievement of clarity. The first chapter on the Rules of Usage may cause you to argue a bit with perhaps some justification. Chapter Two, the Principles of Composition, will bring about some pruning of excess verbiage, while Chapter Four, listing words and expressions commonly misused, is guaranteed to bring you up short.

This is an "Aha!" book. It begs you to take pencil in hand to exclamation-point the margins and underscore choice and pertinent passages.



NORTHWEST REGION: Alaska, Idaho, Montana, Oregon, Washington, Wyoming.

Mrs. Winnie Bolinger, Reporter
Lane County School District No. 52
4640 Barger Avenue
Eugene, Oregon

ALASKA

Alaska has been officially added to the Northwest Region Reporter's field. While there is no news to report from associations in this state, a recent note from Ann McDonald, of Petersburg, Alaska, reads as follows: (Note: Listening In readers will remember the written interview with this secretary as covered in the February Issue.)

"We have had a beautiful winter here—hardly any snow and for a whole week sunshine!! You know this is a land of much rain, but at least you do not have to shovel it off walks and driveways."

OREGON

The Eighth Annual Convention of the Oregon Association of Educational Secretaries was held in Portland in March. The main address, "New Flags For Old," was ably given by Leonard M. Hunting, Educational Consultant for the Rand McNally Company.

The Oregon Standards Program was discussed at length during the Convention in

view of an active Standards Committee now completing its first year of work. Lucia Knight is Chairman of this two-year committee. In addition to several meetings held state-wide, the committee has also met with Dr. Richard Boyd of the Oregon Education Association staff, and with Miss Jean Spaulding, Elementary Supervisor from the State Department.

The OAES Standards Committee hopes to evolve a formula for job qualifications of secretaries, and establish a ratio of number of secretaries to enrollment or to number of teachers. Also being considered in connection with this, is the NAES Professional Standards Program and salary schedules.

It is planned that on completion of this committee work a report with recommendations will be submitted to the State Department for further study and possible inclusion in the State Standards.

Lane County Association of Educational Secretaries

"Plan Your Work", the NAES publication was used most effectively at a recent

workshop meeting of the Lane County Association of Educational Secretaries. Winnie Bolinger was moderator for a panel presentation, with four high school business education teachers as speakers.

Each teacher took one section of the book, outlined it, and then added further thoughts and ideas. A question and answer period followed the discussion. Members had been informed in advance to bring their own copies of "Plan Your Work" and found it helpful to follow along during the explanations.

WASHINGTON

During the past year, the Washington Association of Educational Secretaries has fulfilled the constitutional requirements of the Washington Education Association for affiliation with that organization. In addition to achieving this progressive measure, the WAES now leads all other states in national memberships!!

The fifth annual meeting of the Washington Association of Educational Secretaries was scheduled to be held in Spokane, April 23-24. Dr. Rolland R. Upton, Superintendent of Olympia Public Schools, President of the Washington Association of School Superintendents and Past President of the Washington Education, was to give the address.

The convention program also included a panel on "Association Development" and a discussion forum.

Apple Valley Educational Secretaries

Secretaries from five school districts in the Wenatchee area comprise this group.

A schedule of meetings being alternated between dinner and luncheon meetings, has been found to enable more members to attend.

Seattle Association of School Secretaries

The Seattle Association of School Secretaries boasts more than 50% membership of all secretaries in the Seattle school system. Last year the entire secretarial staff was reclassified under a survey made by an outside firm.

This year, through the School District's Professional Study Program, an opportunity has been given all secretaries to improve themselves intellectually and financially by taking one required course, School District Practices and Procedures, and another course as selected. Other courses offered so far this year include English for School Secretaries, Audio-Visual Techniques (library secretaries only), Child Growth and Development for School Secretaries, Supervisory Skills for Secretarial and Clerical Personnel, and Public Relations for the School Secretary.

Although these classes are part of the School District's Professional Study Program, the SASS In-Service Training Committee members are part of the Advisory Council planning the courses.

Outstanding program this year was a Gilbert and Sullivan Opera put on for the Seattle Association of School Secretaries in Lincoln High School. Personnel of the School District were invited as guests, and between 500 and 600 persons attended.

NORTH CENTRAL REGION: Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, North Dakota, South Dakota, Wisconsin.

Miss Agnes Dobronski, Reporter
5286 Mead
Dearborn, Michigan

ILLINOIS

Word received from the Illinois Association of Educational Secretaries tells us that the Annual Spring Conference was held in April at Springfield. The conference theme

this year was "Doors."

Speaker for the banquet was Mr. George T. Wilkins, Illinois State Superintendent of Public Instruction, on the topic of "Spotlight on Education."

INDIANA

Do other state associations have a Card and Flower Committee? The Indiana Association of Educational Secretaries does. More recently the name of the committee has been changed to "Cheer Chairman" since a committee of one handles this assignment.

Cards are sent in case of illness of a member, or in case of death in the family of a member. Admittedly on a state-wide basis the committee cannot be 100% successful in such efforts, but only insofar as instances about which the chairman is notified.

Additionally, if a member is deceased while in active membership, the association sends a book in memory of this member to their school or office. Most often if the member worked in a school building, the book is sent to their school library. It is the thought that in this way the Indiana Association leaves something of value to show appreciation for the service of that member.

For good will and public relations, this might not be as expensive as you might imagine. The IAES sets up a budget allotment of \$15.00 for expenses in connection with this Cheer Chairman work. Thus far the allotment has been more than sufficient for any one year.

Reporting further for the Indiana Association, "A Decade of Unusual Promise" was the theme of the Eighth Annual Workshop held in April. The theme was designed with a look toward office practices to come in the 1960's. This workshop, held at Indiana University, was jointly sponsored by IAES and the state university.

Big plans are also in the making for when the Indiana Association of Educational Secretaries celebrates their 35th Anniversary during their Convention in October.

Indianapolis-Marion County Association of Educational Secretaries

Service, as well as social and business activities, are a part of the Indianapolis-Marion County Association of Educational Secretaries work. The group is offering a college scholarship to a high school graduate who has a business education major. Rather than money-raising plans and sales, the members preferred to be assessed a small amount to defray the expenses of this scholarship.

In the past, the Indianapolis-Marion County group has also donated \$100 to the Social Service Department of the Public Schools to pay for eye examinations for underprivileged children.

IOWA

Waterloo Association of Educational Secretaries

As a result of an ever-broadening world and need for world understanding, more and more programs are being scheduled on the subject of other countries, their people, and their educational programs. One such program was held by the Waterloo Association of Educational Secretaries. At a recent meeting, Mr. Haile Jesus Abedjie, an Ethiopian student, talked and showed slides of his home land. Mr. Abedjie is presently a college junior majoring in elementary education at Iowa State Teachers College.

MICHIGAN

Plans are now almost completed for the 1960 Work Conference for Educational Secretaries to be held at Ferris Institute, Big Rapids, August 2, 3, and 4. "Creative Imagination in the Educational Secretary," is the theme selected for this year's conference.

The main address and certain sessions are to follow this theme under the titles of "Creative Thinking by the Educational Secretary", "Creative Thinking in Secretary-Administrator Relationships", and "Creative Thinking in Leadership, in the Improvement of Secretarial Skills and Procedures, and in Dealing With People."

As a result of requests from previous conferences a considerable amount of time has been allowed not only for technical sessions, but for small discussion groups and problem clinics.

Grand Rapids Board of Education

From the Grand Rapids Schools (Michigan) comes word of the closing out of a career of 46½ years of continuous service, when Helen Scharmach retired from school work in June, 1959. It was our thought that a career of this length should not go unmentioned or unreported.

Helen was a charter member of the Michigan Association of Educational Secretaries, and still remains active in membership and attendance. She is also a mem-

ber of the Grand Rapids and the National Associations of Educational Secretaries.

Were those the good old days? Miss Scharmach indicates her first stipend for part-time work was \$3.65 per week. For this salary she was secretary and stenographer to the director of manual training. On a full-time basis, after graduation from high school, she progressed to the dollar-a-day bracket.

In 1918 Helen transferred to the Board offices as bookkeeper. For more than thirty years she made out every payroll of the Board of Education until machines took over this tedious work about 1950. Through all these years, Miss Scharmach also hand posted the school board ledgers.

In the early days she had to take a lot of work home with her. "We didn't work by the clock," she says.

Retirement will certainly not mean idleness for Miss Scharmach. And for those who know Helen personally, all are agreed she has more "get up and go" than almost all of the "younger" crowd put together!

Battle Creek Association of Educational Secretaries

A spark has been ignited by the Battle Creek Association of Educational Secretaries that may provide much needed recreational facilities for the Senior Citizens of their city.

The association's plan for service to those in the Golden Years began last December when BCAES representatives presented a radio to the Senior Citizens Lounge. Since that time the association has adopted improvement of the lounge as their year-long project.

Currently, the Battle Creek Association is involved in furnishing cakes and cookies to the lounge members. Also occasional flower presentations and holiday decorations intended to add "life" to the otherwise drab lounge facilities are furnished.

Future plans call for a more lasting donation in the way of recreation games and equipment, from funds appropriated by the Association. Just one more example, that educational secretaries associations do much more than just work to improve their profession.

Michigan State University Business Women's Club

If "variety is the spice of life", then the Michigan State University Business Women's

Club does much to add "spice" to their meetings. A recent calendar list of the programs for the year indicated the following topics to be covered by speakers: Vietnam Experiences, Traffic Safety, and Flower Arrangements. In addition, the Sixth Annual Institute with the theme, "The Face of the University Is You" was also held. Certainly this variety of interest is one way to promote attendance.

MINNESOTA

"Go Like Sixty in '60" is the motto decreed for the Minnesota Association of Educational Secretaries this year. With a motto like that, the Spring Conference of MAES scheduled for April 29 and 30 at Mankato could be nothing short of a "whiz-bang" success.

Courtesy Chairman is a newly-appointed job and idea for this association. The responsibility of the Courtesy Chairman will be to: (1) write a welcome letter to each new member; and (2) after each conference, send a summary of the conference to all members unable to attend.

Such an arrangement should do much to advance and improve membership good will and contacts. Perhaps other groups will want to follow suit here.

Minneapolis Public Schools

"File it Right" has made another step forward. Through the efforts of Lorraine Hagglund, President of the Minnesota Association of Educational Secretaries, the Minneapolis Senior High School Principals have adopted the File It Right System for senior high school use. By the fall of 1960, all Minneapolis senior high schools will have this filing system installed.

OHIO

Akron Association of School Secretaries

"Plan Your Work" can aptly be used to describe the program plan of the Akron Association of School Secretaries. Each high school district with the elementary schools in its area is assigned a social function or association meeting to take care of during the year. Akron being a large city school system has found such a plan gives all secretaries something to do and plan for resulting in increased interest.

"—And Do It". A list of committee assignments is distributed at the beginning of each school year. Everyone is thus in-

formed of their responsibilities early, and without question. Since the association meets monthly, there are more than enough assignments and responsibilities to go around.

Toledo School Secretaries Association

The Toledo School Secretaries Association is very proud of their Ella G. Wemp Scholarship which was started last year. At a card party in January they raised \$560, of which 90% will be allocated for scholarship uses. This scholarship will be awarded a public high school senior girl who will be selected through competition by the secretaries' scholarship committee. The money is to be used by the recipient for higher education in business studies.

Miss Wemp, for whom the scholarship is named, retired from her position as Secretary to the Assistant Superintendent For Business, in December, 1951. During her 45 years of service with the Toledo Board of Education she served in different departments. However, as Secretary in the Business Department, Miss Wemp will be remembered as the person who hired many of the secretaries and clerks still working for the Toledo Board of Education.

SOUTH DAKOTA

Don't miss news of the Spring Regional Workshop to be held in Rapid City, South Dakota on June 10 and 11, 1960. Detailed

information is found elsewhere in this Magazine. Or should you have other questions, write to the Local Chairman: Miss Mary Zimmerman; 4115 Pleasant Drive; Rapid City, South Dakota.

WISCONSIN

During the past association year, the Wisconsin Educational Secretaries Association has introduced publication of an association newsletter. To be published three times yearly, the publication was started under the direction of Dolores Orth of Milwaukee. The newsletter, still unnamed at this writing, has met with interest and enthusiasm, as well as resulting in increased and still-growing membership.

And further in connection with this, Wisconsin educational secretaries can well be proud of the following letter from the Governor of the State of Wisconsin, addressed to Dolores Wittnebel, President of WEAS:

"Dear Mrs. Wittnebel: My best wishes to the Wisconsin Educational Secretaries as they inaugurate a new bulletin to keep each other informed. With 20,000 additional children pouring into Wisconsin's grade and high schools with each passing year, these "Girl Fridays" are playing an increasingly important role in carrying part of the extra burden imposed on our school administrators. Sincerely yours, Gaylord A. Nelson, Governor."

SOUTHWEST REGION: Arizona, California, Colorado, Nevada, New Mexico, Utah, Hawaii.

Mrs. Margaret Savage
562 Browning Avenue
Salt Lake City, Utah

ARIZONA

Now that the members of the Arizona Educational Secretaries don't have to take any more tranquilizers, and have time to put their feet up and relax, they can't help but feel proud over their wonderful NAES

Regional Conference. They didn't leave a thing undone, in fact, they added lots of surprises to the things that were listed in their "come hither" pamphlet.

Arizona State Association officers were elected in May at a luncheon held in Phoe-



nix. These officers will hold offices for two years. The membership in this association has doubled in the past two years.

CALIFORNIA

Some went by bus, some went in private cars, some rode on a fabulous jet, and, if the truth were known, some even thumbed their way or walked—but they got there. Where? Well, to the Flamingo Hotel in Santa Rosa for the Annual State Convention of the California Association of Educational Office Employees.

This convention was held over the weekend of February 19 to 22. What a pleasant, educational way to celebrate George's Birthday!

"Discovery" was the theme used, and it really set the pace for the meetings. Members attending "Discovered" new friends and hospitality when they met at the Open House on Friday evening. They "Discovered" knowledge and skills and a broader horizon from guest speakers during their workshop and clinic sessions on Saturday. Charm and beauty were "Discovered" as they toured Sonoma County on Sunday. And over the coffee cup at breakfast, they "Discovered" the benefits of sharing ideas.

Muriel Kollmer, of the Hawthorne School District, has supervised the reprinting of The California Educational Secretaries' Handbook incorporating new legislation affecting school personnel. This handbook contains a great deal of valuable information for the educational office worker.

Kings County Association of Educational Office Employees

A meeting every month (that is, except December when everyone is busy playing Santa) is reported by the Kings County Association of Educational Office Employees. Part of some of the meetings have been devoted to instruction from the County Superintendent's office staff on county records, reports, and forms. This instruction has been very valuable, particularly to the several elementary schools that have office help for the first time this year.

Norwalk Educational Secretaries Association

Congratulations to Lois Esther! She is "A real whiz-bang membership chairman."

Under her efforts, the membership of the Norwalk Educational Secretaries Association has almost tripled.

Being in August, when all ten and eleven month employees were back on the job, she began distributing clever, eye-catching notices about membership in the Norwalk Association. These notices were sent EACH MONTH. "Each month" is emphasized here, because so many membership workers think one notice is enough. So anyway, if you didn't join in Norwalk, each month you received another notice, something original and intriguing.

(Note: Information and complete details on the above campaign are covered more fully in another part of this Listening In Section. If you have a need to boost your membership, don't fail to read this further article.)

In November, 1959, the Norwalk Association hosted the Los Angeles County Association of Educational Office Employees at a workshop, with the theme "Is Your Best Foot Forward." The turnout was tremendous. The reaction sheets indicated that the meeting was a success, but the thing that meant the most was that many of the local secretaries who had been uninterested before decided that "professional associations" were a bit more than tea parties.

Los Angeles County Association of Educational Office Employees

A panel discussion, "Your Emotions and You," proved to be a most stimulating program at one of the recent meetings of the Los Angeles County Association of Educational Office Employees. Such thought provoking questions were asked, and then discussed by panel members, as: Do you agree that women like to be bosses? To do your best work you must feel needed? Is it basically true that women "feel" while men "think"? Do men have more practical minds than women?

Administrators were again honored at the Annual May Breakfast. This is the one Sunday of the year which the Los Angeles County group sets aside to say to their bosses in their own way, "You're a good group! We appreciate you!"

This Association is proud to have been given the responsibility of the Hospitality Room Chairmanship for NAES during the NEA Convention to be held in Los Angeles this summer.

Pasadena Association of School Secretaries

The Pasadena Association is to be commended for their unselfish efforts to help others. Through the success of a Christmas candy sale, they have been able to raise \$100 for a Scholarship Award. This scholarship is given to an outstanding qualifying high school graduate who intends to pursue a secretarial course in the local junior college during the next school year.

Additional funds are also still available for further efforts which are being planned along these lines.

Riverside County Association of Educational Office Employees

"Office Worker of the Year" was one of the special features for Bosses Night of the Riverside County Association of Educational Office Employees. Mrs. Grace Scott, of the Hemet District School Offices, was selected and honored. Superintendent Jacob F. Wiens, her boss, nominated her for the office worker award. Mrs. Scott was selected by five prominent business people on the basis of Supt. Wien's nominating letter in which he praised her for her outstanding sixteen years of service in the Hemet School District.

Riverside secretaries recently submitted "General Evaluation for Future Conferences" sheets, and came up with the following: Too few workshops. Need for more opportunity to discuss mutual problems with people of like jobs in small, informal groups. Need for a round table discussion with a qualified Personnel Director. A need for personal grooming education. Public Relations—a continuing process to be considered for each conference. Need to understand the relationship of district to district, district to county, and county to state. Need to understand the role of the educational secretary in various school activities and to know more about standard references. Need for Income Insurance. Need for more help on preparation of superintendent's reports. Need for more adult education specially geared to school secretary work, and more in-service training. Need to let school boards know more about our organizations. And finally, a need to know each other better.

San Diego City Schools Business Women's Association

California has another generous, unselfish

association. In December, the San Diego City Schools Business Women's Association donated 300 gifts to destitute children in a Mexican orphanage, and to patients without relatives in the California Patton State Mental Hospital.

Now they "did it again." The group sold over 600 tickets to their Spring Fling, a dessert-fashion show which was held in the Caribbean Room at the El Cortez Hotel. All the proceeds go to the association's welfare projects.

And get this—a special attraction was the awarding of a mink stole to one of their members. The San Diego group purchased a mink stole and then sold tickets for one dollar to *members only*. This was not a money-making project, only an added benefit for association members. When enough tickets were sold to pay for the stole, the drawing was held.

Five extra tickets were sold so that a five dollar consolation prize could be given away. The lucky secretary who won the stole had purchased two tickets, and when the consolation prize number was drawn it turned out to be her number also! How lucky can you get!

San Mateo County Association of Educational Office Employees

May 12 is "Educational Bosses Appreciation Day" in San Mateo County. Through the sanction and approval of Mr. James Tormey, County Superintendent of schools, the San Mateo County Association of Educational Office Employees secured permission to sponsor and declare the day beginning in 1959.

The day was celebrated in whatever means or fashion the secretaries wished during the day to honor their bosses. A dinner was held that evening at Hillsdale High School in the San Mateo Union High School District. Entertainment was furnished by various bosses who graciously accepted to "show-off" their talents.

COLORADO

The Colorado Association of Educational Secretaries held an all-day workshop on the Western State College campus at Gunnison in April. Lila L. Foltz, NAES Assistant Director of the Standards Program, presented up-to-date information regarding the Professional Standards Program.

Highlight of the day was an address, "Rumors Are Flying" by Kenneth H. Han-

sen, Director of the School of Education at Western State College. Dr. Hansen is the author of several books on education and is recognized as a national authority.

HAWAII

"Today's Secretary" was the theme of the third annual convention of the Hawaii Educational Secretaries Association held in Hilo in February. Approximately 27 delegates from Hawaii, Maui, Oahu, and Kauai were represented at the two-day convention which was presided over by Mrs. Shigeko Monden, President of the HESA.

Guest speaker at Saturday morning's session was Dr. William Mayer who spoke on the "Moral Responsibility of School Personnel."

A symposium on "Today's Secretary" included Mr. Wayne Richardson, President of the C. Brewer & Co., Ltd. of Hilo; Mr. Ellwood Van Gieson, Deputy Personnel Director, State of Hawaii; Mr. Edwin Y. C. Liu, Deputy Assistant District Supt., Personnel Hawaii Island Schools; and Miss Florence Tamura, Secretary of Pearl City Highlands Elementary School. Mr. Jackson Kansako, Principal of Waiakeawaena School served as moderator.

Highlight concluding the convention was

a tour of the Puna area to view the latest volcano eruption sites.

And for a further personal note to make every reader dream of attending the next Hawaii Association Convention, we quote the following: "Nanihoa Hotel, where the convention was held, is one of the most popular hotels for tourists. It is situated on Hilo Bay. Both days were typical tropical weather . . . sunshine, and soft gentle tradewinds. Our group managed to get enough flowers to present to all our guests—flower leis for the men, and orchid corsages for the women." So now, doesn't this almost make you want to get your bags packed already?

UTAH

"Spring is here, the grass has riz, And May is when their luncheon is." Spring bonnets, spring weather, and spring fashions! This is what the Utah Educational Secretaries Association had for their Annual May Luncheon.

The Utah State group has two get-togethers a year—in the Fall they work, and the Spring is play time. Sooooo they ate, found out who their new officers would be next year, and relaxed and dreamed while the beautiful, new, out-of-this-world fashions came and went.

SOUTH CENTRAL REGION: Arkansas, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas.

Mr. Tom W. Langston, Reporter
Box 282, Sta. W. T.
Canyon, Texas

ARKANSAS

The Arkansas Association of Educational Secretaries held their annual spring meeting in Little Rock in March.

Corinne Messenger, NAES Past President, conducted a panel discussion on "Plan Your Work and Do It." Other association members made up the panel and outlined very practical pointers and efficiency hints.

"You and Your Home" and "Teenage

Psychology" were subjects presented in other sessions.

MISSOURI

"What Is Your Problem, Please?" was the theme of the program when the Missouri Association of Educational Secretaries held their spring workshop in Jefferson City. Numerous State Department officials helped make the workshop a real success, as well as being available to give the answers.

St. Louis County Association of Educational Secretaries

NAES Past President Martha Luck was the principal speaker at a recent meeting of the St. Louis County Association of Educational Secretaries. Always an able and talented speaker, in substance Martha said the following:

Education is a quality, not a possession; *personality* is a product learned and not inherited; *expression* costs you nothing but it does more than anything else for you; *maturity* is reached when you tie yourself to a goal and accomplish it; *poise* is the ability that enables one to raise her eyebrow instead of the group.

OKLAHOMA

The Oklahoma Association of Educational Secretaries held their workshop meeting at the University of Oklahoma in Norman during the past association year. Among the speakers were Mr. B. Roy Daniels, principal of Norman Senior High School; Dr. Robert N. Tarkington, Chairman, Department of Secretarial Science, University of Oklahoma; Mrs. Billie Holcomb, Department of Secretarial Science, University of Oklahoma; Dr. William Keown, Chairman, Department of Business Management, University of Oklahoma; and Dr. Gerald Porter, Professor of Education, University of Oklahoma.

Quoting Mr. Daniels, who described the educational secretary as seen by the administrator: "Around the secretary rotates the whole school. We should have an understanding appeal—love for children—poise (leave your mark upon the place you leave)—law and rules by which we work—good judgment—firmness but kindness. Your personality demands the improvement. Your personality is the ONE that has the desire to improve."

Dr. Tarkington said that in order to be happy in any job, **ONE MUST BE HAPPY.**

"Improvement Through Professional Activities" was the subject of Dr. Porter. He stressed the fact that every man owes some of his time to the profession he belongs to. When you feel neglected, "YOU" should decide to do something about it.

Be dedicated to your work, but still be humble. Do your work so that this will be a better place to live in for someone else.

Ponca City Association of Educational Secretaries

Membership in the Ponca City Association of Educational Secretaries numbers only twenty, however, all members belong to NAES, as well as the state organization.

The Ponca City group held a meeting in April at which Mary C. Lawrence, Registrar of the NAES Professional Standards Program, was guest speaker. The program included a dinner at which "bosses" were special guests.

TEXAS

The tenth annual convention of the Texas Education Secretaries Association was held in Galveston in April. Hostessing the convention were the Galveston, Pasadena, and Brazosport Associations of Educational Secretaries. (Hawaii, the newest state, was featured. Grass skirts, sarongs, muu muus, and other typical Hawaiian dress was the order of the day.)

The Texas Association boasts an excellent attendance at nine district conventions for educational secretaries held on different week ends in March. Conventions were held in Beaumont, San Antonio, Harlingen, Big Spring, Arlington, Texarkana, Amarillo, Waco, and Lubbock.

A past president of the Texas Educational Secretaries, Mrs. Helen Bechtel, secretary to the Superintendent of Schools, Corpus Christi, was chosen as the year's outstanding Business and Professional Woman of Corpus Christi for 1959.

San Antonio Educational Secretaries Association

Interesting programs have been on the calendar for the San Antonio Educational Secretaries Association. A book review of *Station Wagon in Spain* by Frances Parkinson Keyes was given at one meeting. At another recent meeting, Mr. Robert L. Dalglish, from the San Antonio Part-time and Evening School, spoke on "Adult Distributive Education."



NORTHEAST REGION: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont.

Mrs. Dorothy Call, Reporter
505 Locust Avenue
Torresdale Manor
Philadelphia 14, Pennsylvania

CONNECTICUT

"*You Asked For It*" would be an appropriate name for the recently tabulated questionnaire distributed throughout Connecticut, in which each educational secretary indicated her preference for the type of meeting and program she enjoyed most. Now, "*You Are Going To Get It*", has been in effect and most effective at the spring regional meetings held in April and May. (Note: This questionnaire and its results are written up more completely in another part of this Listening In Section. You will be interested in these program ideas.)

DELAWARE

The Delaware Educational Secretaries Association are anxiously awaiting news on the new salary bill introduced in the State Legislature for Educational Employees.

Certification of Educational Secretaries is still the "major interest" item with this organization and final details are still being ironed out by the Certification Committee.

President Emeritus, Louise H. Nelson, of Philadelphia, Pa., recently attended an annual meeting of the DESA and spoke on her favorite topic, "NAES."

MARYLAND

Baltimore County Educational Secretaries Association

Having survived the "talking stages" and now about to become a "reality", two scholarships to the State Teachers' College will be awarded to worthy students desirous of becoming future teachers. This is a most noteworthy accomplishment for this active group of educational secretaries.

Mr. Barry Carpenter, who is in charge of the new bookkeeping system recently installed in Baltimore County Schools, was the guest speaker at the professional

growth meeting. His talk has helped the entire group, but more particularly those secretaries working with the new book-keeping system.

Washington County Educational Secretaries Association

The Washington County Educational Secretaries Association has been working on a handbook for school secretaries and clerical personnel. The committee is composed of secretaries representing each area of the school system (elementary, junior high, senior high, and several departments of the Board of Education) who are working with members of the Board of Education staff in an endeavor to provide a ready reference containing accurate, uniform information which will be available in all offices. The publication will be in ring binders to facilitate revisions, additions, and deletions as circumstances may require.

A "first" in Washington County was the all-day workshop which the school system provided for clerical personnel in all schools and in the offices of the Board of Education. All eighty Washington County clerical employees attended and found Miss Mildred A. Baxter, Customer Service Consultant of the Chesapeake and Potomac Telephone Company of Maryland, a delightful speaker on public relations. Demonstrations in the form of skits enabled the consultant to evaluate and analyze the situations which confront the educational secretary in terms of public relations and telephone courtesy.

The "Merry Month of May" will be hailed as "Bosses' Night" and also the Third Birthday of this active association.

MASSACHUSETTS

One hundred seventy-five Massachusetts secretaries, together with their bosses, met in Boston recently for their bi-annual

"Bosses' Day" luncheon meeting. Original name tags by way of "hats off to the boss" were distributed and only bosses were permitted to receive the door prizes and mementoes contributed by the MASS. "A Pattern for Masterful Teaching" was the keynote address delivered by Dr. J. Wendell Yeo, Vice-President for Academic Affairs at Boston University.

Newton Educational Secretaries Association

Two projects have been completed and finalized by this group. The first is a handbook, "The Key" which has been compiled for use by the secretaries in the various school offices.

The second project, was a Workshop for Educational Secretaries, held this spring in Newton, under the direction of the Assistant Superintendent of Schools, Dr. Charles E. Brown.

NEW HAMPSHIRE

New Hampshire Association of Educational Secretaries have just about reached the climax with plans for "Operation Sixty". This year NHAES means that they are "Native Hallowed Association of Exclusive Seraphs". Seraphs act as messengers between Heaven and Earth, but this group are acting as messengers between our fifty states. Head seraphs are Edith Hammond and Blanche Turner, and theirs is the task which calls for not only wings but horns as well to plod the other seraphs into their respective places on the celestial merry-go-round.

The Annual Meeting will take place in Manchester on October 21, 1960, and a fervent call goes out to all secretaries to attend.

NEW JERSEY

"Know enough school law which applies to yourself, your rights and privileges. Know enough school law in general to recognize a legal situation so you don't make a false move." This advice was given to the largest audience of educational secretaries (230) by Dr. Eric Groezinger, Assistant Commissioner of New Jersey Education, at the recent convention of the New Jersey Association of Educational Secretaries in Atlantic City.

A new ratio record was set at the annual Bosses' Luncheon, the social finale to the two-day convention, with 250 attending,

66 of whom were bosses or a little better than one boss for every three secretaries. The secret lies in the fact it was held on Friday for the first time instead of Saturday, and not that cranberries were omitted from the menu.

A display of novel, useful, office forms submitted from school offices throughout the state and demonstrations of Gestetner mimeograph, Mosler Safe Company card files, Burroughs Sensamatic Bookkeeping Machine, and Verifax Copying machine drew the third largest audience (197) on the opening day of the convention.

"Automation IS taking over", warned Mr. George Geier, Assistant Dean of Fairleigh Dickinson University, addressing the same group who had observed the demonstrations. "Tomorrow's secretary must have the innate intelligence, acquired knowledge and ability to handle her coming role in an executive position. She will need more knowledge to be able to assume many of the tasks now performed by the school administrator."

"Complement the strength of your Principal, know all the answers he knows, live the job with him, save him routine work, and be eager to assume responsibilities", he admonished. Seven points that will give your "Secretarial Efficiency Quotient" (S. E. Q.) he listed as:

1. Prepare a work schedule.
2. Keep composure.
3. Plan what he needs.
4. Arrive before the boss.
5. Take a short rest period during the day.
6. Plan work to be done *sometime*—when time permits.
7. Leave unfinished work organized.

The secretary's "Personal Balance Sheet"—the assets versus the liabilities—were discussed by a panel. There were 140 present for this session. "Clock Watchers" were the most annoying of the liabilities, and the unpleasant voice on the telephone was one of the minuses on the "balance sheet". A feeling of accomplishment and sense of belonging are needed for good morale was stressed by one panelist. Another panelist decried the "stigma" frequently associated with the secretary's position and recommended continued effort to gain the respect and confidence of administrators so that mutual trust and respect would leave an open door for effective cooperative efforts. The adminis-

trators' rejoinder, as a panel member, was that to gain status in the school system for the educational secretary, the association should work toward a program to establish professional standards.

NEW YORK

Cayuga County Association of Educational Secretaries

"Kay Cayuga Entertains" is the invitation which bosses received to the "Bosses Night" of the Cayuga County Association of Educational Secretaries held in April. Kay Cayuga is the name of the mascot doll of this group. Every effort was made to have this a professional evening's program and entertainment.

Long Island Association of Educational Secretaries

"The Educational Secretary in Today's Schools", has been the theme used for recently held conferences in the Long Island Area. Dr. Mary Ellen Oliverio of Columbia University, Teachers College, addressed an enthusiastic audience and pointed out to them the following:

1. The secretary in an educational setting.
2. The special responsibilities of the educational secretary in today's school.
3. The educational secretary's responsibilities to her profession.

The Nassau College in Mineola has arranged courses geared especially toward the needs of the educational secretary. A course in psychology designed especially for educational secretaries is included in the curriculum. In addition the regular English course includes instruction in oral and written communication and report writing. Both of these courses carry full college credit and to date over fifty members of the Long Island Association are participating.

Membership in this association is still soaring and now has reached 1433, for an all time high.

Roslyn Educational Secretaries Association

The Roslyn Educational Secretaries Association proudly announces the publication of their Secretaries Handbook. It took several in-service workshops to develop its organization, approach, philosophy of education, the actual writing and compilation of the materials and its distribution. A copy may be obtained by

writing Mrs. Martha Cameron, Roslyn Public Schools, Roslyn, New York.

Plans are underway to initiate a one week seminar for educational secretaries at Columbia University, Teachers College.

PENNSYLVANIA

The girls of the Pennsylvania Association of Educational Secretaries again invaded the campus of the Penn State University and left the Nittany Lion panting and worn out. The Educational Secretaries Conference sponsored by the PAES, in cooperation with the Continuing Education Service, College of Education, Penn State University, was held April 28, 29, 30.

Various professors from the University led groups on the elementary, secondary, and administrative levels in "cracker barrel" discussions. Sessions were also held on the latest fashions, good grooming and what to wear and when.

Butler County Association of Educational Secretaries

"All work and no play makes Jill a dull secretary," is the cry heard throughout Butler County, Pennsylvania. "Ceramics As A Hobby" was the title of a recently conducted program, which gave ideas for leisure hours (are there any such things?).

Plans are underway to award a scholarship, as a result of the sale of Lindy pens.

Lower Bucks County Association of Educational Secretaries

By popular request, arrangements were completed for another series of In-Service Programs and held throughout April and May under the guidance of the Public Service Institute.

Educational Secretaries Association of Philadelphia

State Certification and the Professional Standards Program were the items of discussion at the Annual Open Business Meeting. In-Service Courses are being conducted by this active group and selected topics are, "Adventures in Understanding," "Adult Reading for Speed", and "Comprehension and Appreciation of the Arts."

Philadelphia secretaries have organized a Bowling Team and manage to enjoy this sport once a week throughout the school year.

Pittsburgh Association of Educational Secretaries

April marked the end of the 24-week Basic Correctional Training Programs for the Pittsburgh group and now all are anxious to receive those well deserved "Certificates of Attainment". Field trips to the County Jail, Juvenile Court, Western Penitentiary, and the George Junior Re-

public School, were most interesting and well received.

Coming events include a Spring Hat Show, a Theatre Party, a Rummage Sale, and Bosses Night. Also, the bus reservations for the National Convention in Durham, N. H. are coming in fine and it looks as though a bus-load, or even two will be making the tour.

SOUTHEAST REGION: Alabama, District of Columbia, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia.

Mrs. Kathryn Hutcherson, Reporter
Gretna, Virginia



DISTRICT OF COLUMBIA

Secretarial Association of the Public Schools of the District of Columbia

An in-service workshop in first aid is currently being sponsored by the Secretarial Association of the Public Schools of the District of Columbia. Secretaries have been given permission to be excused from office duties at 3 p.m. in order to participate in the classes. Many girls, even though having had First Aid in the past, are finding this new course helpful as to newer methods, and better ways of doing things; an example is the new mouth-to-mouth method of artificial respiration.

This Association is no less active when they report that they are also in the process of revising the constitution, getting out a directory of the members and potential members, and making a work calendar.

FLORIDA

The Roney Plaza Hotel was headquarters for the Annual Convention of the Florida Association of Educational Secretaries held in conjunction with the Florida Education Association in April.

Guest speaker at the meeting was Dr. Baker Hindman, Professor of Business Education at the University of Miami. His talk was "The Secretary Through Her Bosses' Eyes."

Plans for the summer workshop of FESA

to be held at the University of Miami June 22-24, 1960, are now shaping up. One day during the workshop will be set aside for bosses to visit and see this professional activity in action. This plan will give an opportunity for discussion, to compare notes with the administrators, to voice gripes, give compliments where deserved, and in general to permit a constructive appraisal of school secretaries and their work.

Hillsborough County Association of Educational Secretaries

With an "international flavor" describes a recent meeting of the Hillsborough County Association of Educational Secretaries. Randi Gross, a high school exchange student from Norway, spoke about some of the customs of her native land. Miss Joan Francis, an elementary teacher who had taught in Japan, Germany, and Tripoli, narrated the color slides which she had taken in these countries. And enjoyable concluding the program, Miss Louise Diaz, a high school teacher who attended the summer session at the University of Hawaii in 1959, talked and demonstrated two types of the hula.

KENTUCKY

Louisville Association of Educational Secretaries

At a recent dinner meeting, members of the Louisville Association of Educational Secretaries had an opportunity to have

all their questions answered on social security and retirement. Speaker for the evening was a representative from the Social Security Administration, and secretaries found this meeting particularly helpful for personal information purposes.

MISSISSIPPI

During the past year, the Mississippi Association of Educational Secretaries presented their first scholarship to a junior in business education at one of the state colleges. Requirements for the recipient include her ambition to be a secretary or commercial teacher, high scholastic standing, and at least two years of college already finished.

The scholarship funds presented are applied to tuition and pro-rated over the three quarter terms. The girl who received the award this year, by coincidence was the daughter of one of the MAES members.

On several occasions in the past, members of the Mississippi State Association

have been honored to have been invited to assist in serving tea in the Governor's Mansion for state visitors and other groups.

Miss Jessie Morrison, Secretary to the President at the Mississippi Southern College, and an MAES member, has been listed in *Who's Who In American Women*. She has served as president of her local secretarial association.

VIRGINIA

Charlottesville, Virginia, was the scene of the Virginia Association of Educational Secretaries Workshop held in April. Classes were offered in all phases of educational secretary work, and were conducted by professors from the University of Virginia.

Time between or after classes also allowed for tours of Monticello, Ashland, the University of Virginia, and other historical places in the Charlottesville area.

'NUFF SAID

So now! If you have read this far, you have read through what was a source of information in the special features section of *Listening In*. You have read through the reports from states from the northwest to the southeast, via the pages of *Listening In*. And, if you have been a faithful reader of *Listening In*, in the three Magazine issues this year, you have been through one complete year of the "NEW" *Listening In* Section.

Your Associate Editors have tried to make the columns of *Listening In* be of value, and a means of exchanging ideas, help and information for you and your associations. We hope you think there has been some improvement. We need direction for the future to give you what you want.

Did you like what you read? If not, what do you suggest? That is, of course, anything short of "ditching" the whole thing! Take a minute and drop us a card or note. Tell us what you want. *Please!*

Listening In
Associate Editors
Agnes and Wilma.

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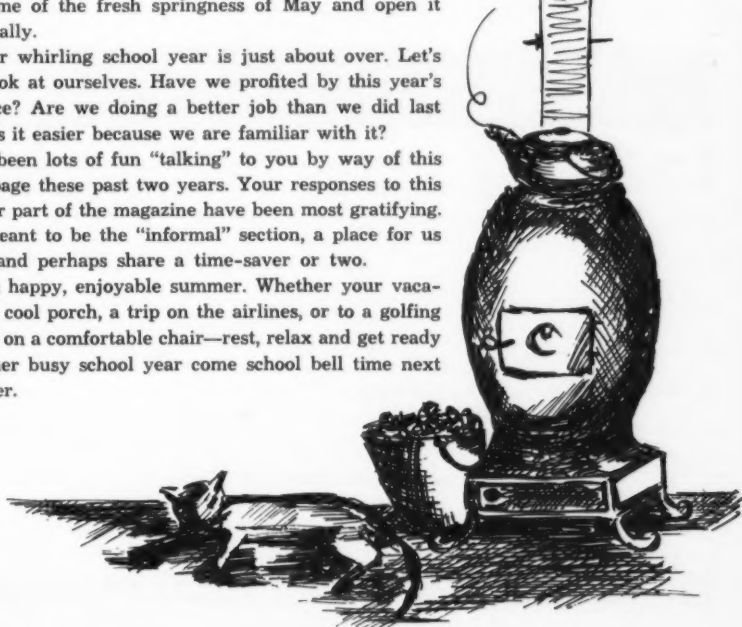
Crackerbarrel Comments

The stack of firewood near our stove is getting low now that spring is here. These bright sunshiny days seem to give us an urge to do some spring cleaning. Let's step outside for a few minutes. The lilacs are in bloom. Smell their delightful fragrance? And how about the perky violets under the flowering crabapple tree. Wish we could bottle some of the fresh springness of May and open it occasionally.

Another whirling school year is just about over. Let's take a look at ourselves. Have we profited by this year's experience? Are we doing a better job than we did last year or is it easier because we are familiar with it?

It has been lots of fun "talking" to you by way of this printed page these past two years. Your responses to this particular part of the magazine have been most gratifying. It was meant to be the "informal" section, a place for us to visit, and perhaps share a time-saver or two.

Have a happy, enjoyable summer. Whether your vacation be a cool porch, a trip on the airlines, or to a golfing resort, or on a comfortable chair—rest, relax and get ready for another busy school year come school bell time next September.



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for
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September 1 for the October issue

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needs a pal!"

(...a Lindy Steno-Pen)

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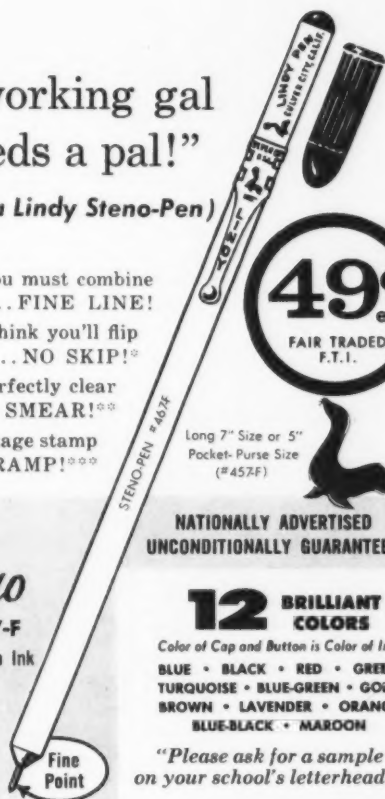
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